
Title of Position *	Collections Management Intern
Institution *	Battleship TEXAS SHS
Position Location: City & State *	La Porte, Texas
Position Closing Date	<u>Thursday, March 15, 2018</u>

About the Institution

The Battleship TEXAS State Historic Site is home to the last remaining U.S. Navy ship that served in both World Wars I and II. Interpretation emphasizes TEXAS's role as a touchstone for the dramatic changes that occurred in technology, warfare, industry, and politics during the early twentieth century. By preserving the ship's historic fabric and maintaining more than 40,000 artifacts related to her past, the site provides current and future generations with a multi-faceted educational experience that honors the State of Texas's spirit of independence and the legacy of veterans who served on board.

Institution Website Address	https://tpwd.texas.gov/state-parks/battleship-texas
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Summary of Responsibilities

Goal: In the course of this 400-hour internship, the intern will learn and employ professional best practices to conduct a partial inventory of artifacts of Battleship TEXAS State Historic Site (BTSHS). In this process, the intern will gain hands-on experience in applying best practices in creative ways to meet the real-world constraints (e.g. limited staff time, budget, etc.) that frequently impact collections management practices in historic sites.

Objectives:

- Read BTSHS core documents and other assigned readings. Be prepared to discuss how the site's collection management policies relate to the site's mission and to the overarching TPWD mission.
- Conduct an inventory of an assigned portion of the collection to develop imaging, cataloging, and records management skills. The intern must follow site's standards in imaging (photographing 3-D objects and/or scanning 2-D objects), and use Photoshop to prepare images to upload to Re:discovery. The intern will also be responsible for updating database records with site locations, accurate descriptions, and basic condition reports.
- Attend monthly collections committee meetings and participate in discussions regarding potential accessions/deaccessions.
- Prepare summary of project including detailed list of accomplishments to be presented at Battleship TEXAS Foundation meeting and/or in newsletter.

Required Qualifications

Must possess a valid state driver's license

- Possess a strong working knowledge of Microsoft Office programs
- Commit 40 hours per week, and adhere to a set schedule
- Be responsible, punctual, and comfortable working independently or collaboratively
- Report directly to the Collections Manager; at times report to other BTSHS staff

Preferred Qualifications:

- Experience with Adobe Photoshop
 - Experience with Re:Discovery or other museum collections database
 - Completed undergraduate or graduate coursework in Public History, Museum Studies, Archives, or other related field
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Compensation

Stipend

Apply at this Website:

Apply with this email:

bb35curatorial@tpwd.texas.gov

Special Instructions to Apply:

If you are interested in applying for this internship, please email a cover letter, resume, and contact information for one professional or academic reference to bb35curatorial@tpwd.texas.gov.

Cover letters should include:

- How your interest, skills, and experience combine to qualify you for the internship
 - How the internship fits into your academic and/or career goals
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