

COLLECTIONS INTERN

The Museum of Chinese in America (MOCA) is seeking Collections Interns all year round.

General Responsibilities:

Under the supervision and training of the Collections Staff, Collections Intern provides assistance to various collections management activities.

Responsibilities:

- Help with registration work on organizing donors/lenders' files, managing collections insurance and shipment
- Make condition reports and measure dimensions for new acquisitions or as needed
- Scan images or take digital photographs for new acquisitions or as needed
- Adjust image qualities and sizes using Photoshop for presenting purpose
- Make inventories for new collections or as needed
- Physically preserve items using archival materials
- Assist in cataloging collections and reference library books using PastPerfect
- Assist in organizing institutional archives
- Help with basic conservation activities conducted by conservation demands
- Assist with research services
- Assist with storage set-up and management, as well as collections movement
- Collect media coverage of MOCA, and Chinese American related articles on a daily base
- Other works related to collections

Qualifications:

- Excellent organizational skills and an eye for details
- Previous experience on handling museum, archives, or library collections a plus
- Strong computer skills, knowledge of PastPerfect or TMS, or other museum collections management systems preferred
- Knowledge of digital photography and digitization technologies
- Excellent verbal and written communication skills
- Ability to work independently and as a team player in a fast-paced environment; handle multiple tasks at once; adhere to deadlines
- Literacy in Chinese preferred

Please send a cover letter and resume to:

Collections Intern Search

Museum of Chinese in America

Collections and Research Center

70 Mulberry Street, 2nd Fl.

New York, NY 10013

Fax: 212-619-4216 or

Email: collections@mocanyc.org with "Collections Intern Search" in the subject line