The Museum of the Cherokee in South Carolina is seeking a knowledgeable and current student with a passion for Cherokee history and visual culture to join our team. The Museum's artifact collection focuses on the Cherokee’s culture and history.

Collections Intern Responsibilities will include:
• Researching and maintaining the collection, including artifact selection, conservation, and storage.
• Developing display designs and incorporating collections where appropriate.
• Consulting with the director and curator regarding museum planning, collections management, and any new developing ideas.
• Helping to organize, log and maintain records of artifacts within the PastPerfect Software.
• Learning knowledge of standard museum practices including object handling and environmental requirements within a museum.
• Producing and digitization of images for displays.
• Providing help to the general public as needed to serve the mission of the museum.
• All other duties as assigned.

Minimum and Additional Requirements: Applicants for the position should have the following qualifications:
• Ability to maintain working relationships with a diverse group of people.
• Flexibility and adaptability, including a willingness to take positive action in a changing environment and to effectively analyze situations and problem solve.
• Demonstrated ability to work under deadlines.
• Excellent time management, organizational, and prioritization skills, with strong attention to detail and follow-through.
• Excellent oral and written communication skills, including an ability to develop presentations and display panels.
• Must be self-motivated and exercise creativity.
• Intermediate to advanced knowledge of MS word and excel.
• Intermediate to advanced knowledge of social media.

Minimum Requirements:
• Enrolled in an accredited institution with a focus on history, administration, museum studies, or fine arts.

Application Procedure:
• Please submit a cover letter and a resume to: lutherlyle@bellsouth.net