

Position: Asian Artifacts Intern, Collections Department
Employment Status: Part Time, Hourly, \$13 per hour, Nonexempt, Temporary (September 3-December 6, 2024)

Job Summary:

Whether on exhibition or off display, the Houston Museum of Natural Science houses thousands of objects that relate to our mission of preservation and education. The Collections Department ensures artifacts in our custody are treated ethically with utmost care.

The Houston Museum of Natural Science is hiring two Asian Artifacts Interns.

Each Asian Artifacts Intern is responsible for the documentation of items in the Collection of Asian Artifacts, which ranges from textiles to assorted decorative artifacts. Routine tasks of the position are cataloguing, research, and assisting with the housing of objects.

This position interacts with all staff levels and requires courtesy and confidentiality.

The Asian Artifact Interns report to the Director of Collections and works with the Collections Department staff. The primary work location is the museum's offsite collection facility; however, occasionally may be at the museum or other locations.

This is a 12-week internship scheduled for September 3-December 6, 2024, up to 15 hours per week. Education/experience in museums or museum studies is required. Reading/writing fluent Mandarin is required. Knowledge of Cantonese preferred as well.

Essential Job Duties and Responsibilities:

- Update artifacts' catalog information in collections database (EMu)
- Research artifacts using various sources
- Assist with artifact housing, storage, tagging, photography and measurements
- Maintain strict confidentiality
- Other duties as assigned

Knowledge, Skills and Abilities:

- Recently completed or currently pursuing a degree in a field of anthropology, art history, or museum- or preservation-related studies is required
- Fluent in reading and writing Mandarin required
- Knowledge of Cantonese preferred as well
- Experience with collections management database, specially EMu, is preferred
- Knowledge of accessioning practices preferred
- Demonstratable research abilities
- Fluent in reading, writing and speaking English
- Ability to work with close attention to detail
- Consistently meet departmental and institutional deadlines
- Organize and prioritize projects and multi-task as needed
- Work with internal and external museum associates in a professional and tactful manner

- Proficient in basic computer office programs including MS Word and Excel
- Professional attire and demeanor
- Excellent time management skills and able to assess priorities, work well under pressure, work well independently and as part of a team
- Self-directed, self-motivated, comfortable working independently, as well as working under supervision

Additional Requirements:

- Currently enrolled in an accredited undergraduate or graduate program, or recent college graduate
- Able to operate office equipment including a desktop computer, office scanner/copier, cell phone, laptop, iPad/tablet, digital camera
- Able to stand or sit for long periods of time
- Able to push, pull or lift 40 pounds
- Able to climb a step stool or short ladder
- Able to consistently arrive to work on time for scheduled work hours, Monday to Friday, 8:00 a.m. to 5:00 p.m.
- Proven track record of reliable punctuality and attendance
- Must have a reliable source of transportation
- Must comply with the museum's COVID-19 protocols

Perks of Working at HMNS Include:

- Free access to museum exhibits, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including summer camp
- Free staff parking
- Predominately daytime hours (some evenings may be required)

Application Instructions:

Resumes will be accepted **through Wednesday, May 1, 2024** and can be submitted in the following ways:

- By email to jobs@hmns.org
- By mail to HR Department, HMNS, 5555 Hermann Park Drive, Houston, Texas 77030
- In-person by dropping off your application materials c/o HR at the Museum Service desk at HMNS in Hermann Park

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.