

Position: Asian Artifacts Intern, Collections Department

Employment Status: Part Time, Hourly, \$13 per hour, Nonexempt, Seasonal Internship: 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, researching, 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 work 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. Reading and writing Mandarin fluently 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 housing, storage, tagging, photography and measurements
- Maintain strict confidentiality
- Other duties as assigned

Knowledge, Skills and Abilities:

- Fluent in reading and writing Mandarin required. Knowledge of Cantonese preferred as well
- Fluent in reading, writing and speaking English
- Knowledge of accessioning practices
- Experience with collections management database is preferred, specifically EMu
- Completed or pursuing a degree in a field of anthropology, art history, or museum- or preservation-related studies is preferred
- Experience in a natural science/history museum experience is preferred
- Work with close attention to detail

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

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, 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
- 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:

Submit resume to jobs@hmns.org by **May 1, 2024**.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030