

# Job Description

Human Resource Use Only
Position Number: Contract Step/Grade Effective Date:

## POSITION IDENTIFICATION

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**Position Title:** Collections Intern  
**Division:** Rahr-West Art Museum  
**Status:** Seasonal / Non-Exempt  
**Workweek:** Sat.-Sun. (10:45 a.m. – 4:15 p.m.), occasional weekdays

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Rahr-West Art Museum Director  
**Directly Supervises:** None

## POSITION PURPOSE

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This position is grant funded for the purposes of assisting the curator with collections management. This position is temporary; to be held until the grant funding is exhausted. This position primarily assists in cleaning and reorganizing of museum's permanent collection. The Collections Intern position works under the general direction of the Rahr-West Art Museum Assistant Director/Curator.

## ESSENTIAL DUTIES

- Assist with inventory
- Assist with other cleaning and organization projects as assigned
- Re-house sculpture in acid-free boxes
- Interleave two dimensional art with blue board
- Apply marvel seal to wooden exhibition shelves

## OTHER DUTIES

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Perform other duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** Undergraduate studies in Art, Art History, History, or Museum Studies is preferred.

**Experience:** 2 years experience in collections care is preferred. Some prior experience in a museum or collecting institution is preferred.

**Certifications/Licenses:** None.

**Other Requirements:** **No felony or disqualifying criminal history.** Ability to communicate in both oral and written form for a variety of audiences, including with the general public is required. Ability to work with a flexible schedule that sometimes includes weekday and evening assignments.

## KNOWLEDGE, SKILLS, & ABILITIES

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Knowledge of art history, 20th Century American art history, or Late 19th Century American decorative arts is preferred. Prior experience with collections care and registration methods is preferred. Prior experience handling fine art is preferred.

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**BACKGROUND CHECKS-** Condition of Employment

## **PHYSICAL DEMANDS**

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**Manual Dexterity:** Work requires the ability to circulate actively and continuously through a four-story space. This position requires alertness, ability to observe public behavior, and quick response to emergency situations.

**Physical Effort:** Work requires occasional set-up/take down of tables, chairs, etc. for public events.

**Working Conditions:** Some exposure to definitely disagreeable features.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.