

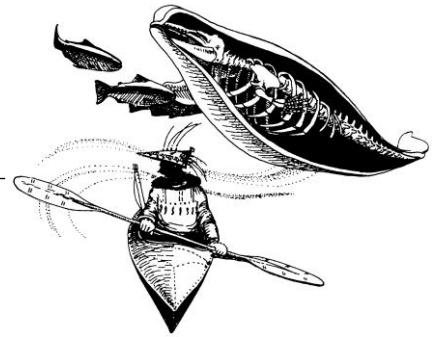
## Pratt Museum Collections Inventory and Rehousing Project Savanna Bradley, Collections Manager

**Overview:** The Pratt Museum collections encompass more than 24,000 objects and photographs from Kachemak Bay and the communities located in the surrounding area of South Central Alaska. Currently, these diverse collections lack a recent inventory. This lack of an up-to-date, searchable inventory limits the ability to access collections, makes timely response to research requests difficult, inhibits the sharing of artifacts with the community, and prevents the Museum from moving forward with plans for creating a protocol to move the collections into a new facility in 2017. In addition to inadequate inventory, approximately 2,820 objects lack adequate protective housing. Improved housing will facilitate access to and provide protective conservation measures for each of these objects. Finally, the Museum holds approximately 40 cubic-foot boxes containing archival material that has not been assessed. As the Museum plans and prepares for a new facility, it is imperative that the material be organized and documented so appropriate storage systems within the new collections rooms can be planned and obtained.

**Project goals:** The overall goal of this project is to enhance usability the accessibility of the Pratt Museum's cultural and natural history collections as they are prepared to be moved to our new building in 2017.

**Work plan:** This year (2016), the Pratt Museum will finish the inventory and rehousing process in Cultural Collections, and continue the process in Natural History Collections. During the summer of 2016, the Pratt Museum will employ two college interns assist in conducting a detailed inventory and the creation of new artifact housing solutions. Tasks to be accomplished during the summer of 2016 include:

- *Inventory:* Each artifact in Natural History Collections will be properly identified and reviewed to ensure that it is accounted for on shelf lists and database records
- *Database maintenance:* Input of data, including cabinet locations, descriptions, and possibly photographs, into PastPerfect museum software
- *Documentation:* Where necessary, documenting sizes and conservation concerns, consulting paper records, and photographing artifacts
- *Re-housing:* Creating appropriate housings for under-protected artifacts in the collection



## Summer Internship for College and University Students

**Job Title:** College or University Intern

**Reports to:** Collections Manager

**Goal:** To provide college and university students with opportunities to learn collections management skills and to experience the process of museum inventory and object housing creation at an accredited institution.

### Responsibilities:

- Work within existing Museum framework and procedures.
- Assist Museum staff in inventory activities such as object counts and database entry
- Create object housings based on parameters that you will be instructed in

### Qualifications:

- Must be enrolled in an undergraduate or graduate-level degree program. (Museum Studies or related field preferred)
- Have an interest in and enthusiasm for learning about the cultural and natural history of the Kachemak Bay region of Alaska.
- Demonstrate initiative, reliability, punctuality, and responsibility.
- Some experience with databases (preferably museum databases) and/or museum storage and numbering systems.
- Have the ability to problem solve and create unique solutions, especially in three-dimensional media.

**Training:** An orientation will be held at the Museum for all interns on the first day of work, to be determined based on students' schedules. Training will be provided by the Collections Manager wherever it is needed.

**Availability:** 40 hours per week, some weekends during the months of June-August.

**Stipend:** \$1,500 per month

**Application Deadline:** March 31, 2016

**Starting/ Ending Dates:** Dates and hours are flexible, but need to be coordinated with the Collections Manager or other Museum staff before the project begins.

### For questions or more information, contact:

Savanna Bradley

Collections Manager at the Pratt Museum

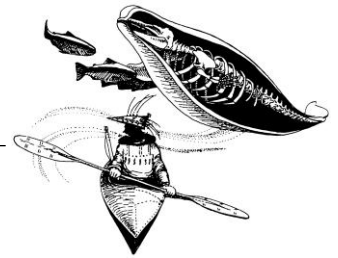
3779 Bartlett Street

Homer, Alaska 99603

907-435-3338

[sbradley@prattmuseum.org](mailto:sbradley@prattmuseum.org)





## College and University Internship Program 2016 Application

Please fill out the following application, in addition to providing a copy of your current resume, and send it, along with any additional relevant information, to:

Savanna Bradley, Collections Manager  
[sbradley@prattmuseum.org](mailto:sbradley@prattmuseum.org)

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Full Name:

Mailing Address:

Phone Number:

Email:

Are you over 17 years old?    Yes    No

Date Available to start internship:

Year in College/University:

College or University mailing address:

List your declared major/minor, or subjects you are most interested in:

List two former employers, or instructors, with current phone numbers, as references for this position, and attach your current resume:

- 1.
- 2.

List relevant volunteer/internship work, including location, dates, and duties:

Computer and Software Skills:

*Databases/Collections Software:*

*Word Processing:*

*Design/Website:*

*Hardware Used: PC/Mac*

*Other:*



Have you ever been employed by, or volunteered for, the Pratt Museum? Please state dates and position titles:

List any special interests and/or expectations you have for your internship with the Pratt:

Why are you are interested in and qualified for this internship?

### APPLICANT'S CERTIFICATION AND AGREEMENT

The undersigned authorizes Pratt Museum or its representative to contact my previous employers and other individuals I have given as references. I authorize and direct all such references and any employee of a previous employer to disclose any and all information regarding me and/or my employment, including, but not limited to, information about my job performance, attitude, skills, personality, character, experience, education, training, duties, wages, attendance, punctuality, discipline, strengths, weaknesses, evaluations, terminations, whether I would be rehired, and all other matters whatsoever regarding me and/or my employment. I hereby release and will hold harmless Pratt Museum and those who provide information from any and all liability of whatever kind and nature, which at any time could result from obtaining or using such information for employment decisions.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Pratt Museum. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Pratt Museum may terminate my employment at any time with or without notice or cause.

I understand I may be immediately terminated for false statements or omission of facts called for on this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

