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COLLECTIONS INTERN JOB DESCRIPTION

The Iowa Rock 'n Roll Music Association is dedicated to preserving the legacy of rock 'n roll music in Iowa by honoring achievements, educating youth, and inspiring artists. The Collections Intern helps to ensure seamless Museum operations while assisting with organizational operations as needed.

STAFF

Cindy Stanbro – *Executive Director*
Cheri Tungland – *Operations Manager*
Maddi Tesch – *Museum Staff*

BOARD OF DIRECTORS

John Senn – *CEO*
Ralph Kluseman – *President*
Brent Brekke – *Vice President*
Dan Josephsen – *VP of Finance*
Joe LeValley – *Secretary*
Tom Bethke
Tim Coffey
Bill Hillman
Larry Jensen
Mike King
Nick Stika
Rebecca Thoreson

Skills & Qualities:

- Friendly and personable individual with excellent verbal and written skills
- Ability to multi-task and problem solve in a team-oriented atmosphere
- Computer savvy individual with attention to detail
- Ability to keep a clean workspace
- Interested in history, artifacts, music, and museums

Collections Intern Duties:

- Classifies and physically numbers museum artifacts
- Performs data entry and filing of donor letters, gift forms, catalog records and other artifact documentation
- Assists with inventories of collections and artifact record reconciliation
- Assists with storage of collections
- Assists with appropriate cleaning of artifacts
- Retrieves and prepares artifacts, conducts artifact research and provides input to Operations Manager regarding collection elements for exhibits, programs and other museum needs
- Assists patrons with questions
- Assists with installing exhibits and dismantling as needed
- Occasionally exercises direction over volunteer personnel
- Other duties as specified by Operations Manager

Education and Experience:

- High school diploma or GED
- Working towards Bachelor's degree in relevant field of study
- Museum experience or desire to work in a museum preferred
- Interest or experience in curating exhibits ideal

The Collections Intern reports directly to the Operations Manager of Iowa Rock 'n Roll Music Association. This is a part-time, volunteer position that will average 5-15 hours/week depending on availability. Ideally this position will lead into a part time paid position at the museum during the summer. If interested in applying, please email Cover Letter and Resume to Cindy Stanbro, Executive Director at cstanbro@iowarocknroll.com.