



SIMA Collections Internship

Summer Institute in Museum Anthropology at the Smithsonian National Museum of Natural History

SIMA Collections Interns work as part of a team of three (plus one lead intern) under the direction of the Collections Management staff to make the collections accessible to the Summer Institute in Museum Anthropology. The interns gain hands-on training and experience in basic areas of collection handling and care as well as instruction in navigating collections records, catalogs, and databases. The internship begins with a two week training period which includes preparation and set-up for the month-long program. The intern will have the unique opportunity to explore the practical application of collections management and stewardship in a real-world setting.

Activities will include:

- searching the computer database and preparing reports of materials needed for study and teaching
- locating non-computerized records providing background on collections
- scheduling and escorting research visitors to the collection
- supervising handling and examination of specimens, ensuring safety and security of collections
- locating objects and information
- assisting staff in a wide range of other tasks, such as packing, moving, and inventory of collections

Learning opportunities:

- collections management experience in assisting collection researchers
- experience with the EMu database and in using collection records in support of research
- opportunity to observe and participate in a variety of collections management tasks
- exposure to a wide range of collections from many areas of the world
- lectures relating to research use of anthropological collections

Qualifications:

We are seeking interns with museum training who want the opportunity to gain hands-on experience in collections management. A background in anthropology is a definite plus. Both current students and recent graduates are eligible for these internships.

Application:

For more information, including instructions on how to apply, see our website:

<https://naturalhistory.si.edu/research/anthropology/programs/summer-institute-museum-anthropology>



SIMA Archival Collections Internship

Summer Institute in Museum Anthropology at the Smithsonian National Museum of Natural History

The SIMA Archival Collections Internship is based in the National Anthropological Archives (NAA) and Human Studies Film Archives (HSFA) to support its reference and outreach program during the SIMA program. The intern will work alongside archivists at the NAA and HSFA and gain hands-on training and experience with a wide variety of archival reference and outreach practices. The intern will have the unique opportunity to explore the intersection of archives and museum anthropology and investigate the way that archival principles are adapted in real-world settings.

Projects will include short shifts staffing the NAA reference desk, assisting researchers in the film archives and NAA reading room, responding to remote research queries, and assisting with the collection of visitor and usage statistics. The intern will also contribute to ongoing outreach efforts. This could include assisting with tours, drafting social media content, Wikipedia initiatives, or planning activities for public programming in the NMNH Q?rius, Coralyn W. Whitney Science Education Center.

The intern will also have the opportunity to propose and work on self-directed projects to improve accessibility and discoverability of materials. They will tailor projects to their own learning objectives and interests. Examples of potential projects: creating subject guides for Indigenous communities represented in our collections, planning a social media campaign to highlight collections related to a specific theme, or improving the organization of the reference library in the NAA reading room.

Learning Objectives:

- Experience in archival reference services
- Improved written communication skills in both traditional and new media through communication with remote researchers, as well as the creation of public outreach materials including social media, blog articles, or subject guides, etc.
- Experience with archival outreach and planning public programming events
- Archival and scholarly research experience in an outreach context
- Archival and object handling skills

Qualifications:

Applicants should be current students or recent graduates from an archives, library science, museum studies, or anthropology program. This position requires attention to detail, professionalism, and the ability to work independently. A cumulative GPA of 3.0 and proficiency in MS Word and Excel is also required. Preference is given to applicants with strong research, writing, organizational, and communication skills. Experience working with A/V archival materials is preferred, but not required.

Application:

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