



625 Williams Street, New London, CT 06320 860-443-2545

MUSEUM REGISTRATION INTERN (UNPAID/ACADEMIC CREDIT)

Organization: Lyman Allyn Art Museum

Location: New London, Connecticut

Department: Collections / Registrar

Internship Type: Unpaid or for Academic Credit

Schedule: Tuesday, Wednesday, and/or Thursday, 10-15 hours per week; flexible

Duration: Semester-based or 10-12 weeks

Position Overview

The Museum Registrar Intern will support collections documentation and basic registrar functions under the guidance of the Assistant Registrar and collections staff. This internship is designed to provide practical experience for students or emerging professionals interested in museum collections, registration, and collections care. Interns will work closely with museum staff and gain exposure to multiple aspects of collections management in a small-museum setting. Due to the nature of this internship, **no direct object handling is required or expected.**

Responsibilities

- Assist with organizing and maintaining collections records
- Update object information and locations in the collections database
- Assist with inventory and storage organization projects
- Help organize physical and digital object files
- Perform general administrative support as needed

Learning Objectives

- Understand core registrar and collections management practices
- Learn proper documentation procedures for museum objects
- Gain experience working with a collections management system
- Develop professional skills in organization, documentation, and teamwork
- Learn how collections work supports exhibitions and public access

Qualifications

Required:

- Current enrollment in or recent graduation from a relevant academic program (Museum Studies, Art History, History, Anthropology, or related field)
- Strong attention to detail and organizational skills
- Ability to work independently and follow established procedures

Preferred:

- Previous coursework or experience related to museums, archives, or collections
- Familiarity with spreadsheets or collections databases

Internship Details

- This position is **unpaid**, but academic credit may be arranged through the intern's educational institution
- Flexible scheduling available Tuesday through Thursday to accommodate academic commitments
- Training and supervision provided

How to Apply

Please submit a resume and brief statement of interest to winkler@lymanallyn.org. Applications will be reviewed on a rolling basis.