

## **Antique Boat Museum Job Description**

Title: **Curatorial Assistant & Digitization Internship 2019**  
**Full-time Seasonal 35 hrs. per week**  
**Position starts June 5**  
**Job Runs: June through September**

Reports to: **Curator**

### Job Description

Reporting directly to the Curator this seasonal position will scan and create metadata for each item in the newly identified collection.

### Responsibilities

Scan and create metadata records for collection items identified by the Curator.

Assist in research requests submitted to the Museum.

Assist in processing and cataloguing donations and the associated paperwork.

### Skills

Detail-oriented with advanced computer skills.

Experience handling historic artifacts and objects.

Work well with others

Self-motivated and work with limited supervision after appropriate training.

### Perks

Housing within walking distance from ABM

### **How to Apply**

Application materials due April 17, 2019

E-mail resume, cover letter, and three references

Or mail to: Antique Boat Museum

Curatorial Intern Search

750 Mary St.

Clayton, NY 13624