PRATT MUSEUM
The Homer Society of Natural History, Inc.

PROGRAM TITLE:
Pratt Museum Collections Database Migration Project

PROGRAM DESCRIPTION:
The Pratt Museum in Homer, Alaska seeks a graduate intern to assist in migration of the collections management software from desktop-based Past Perfect Five to cloud-based Past Perfect Online. The position is designed to provide professional development opportunities for a Museum Studies Graduate Student, and hands-on experience and learning regarding collections management, data migration, and file organization. The objectives of the project are to maximize the museum's mission impact, improve efficiency, increase public awareness and access, enhance technological resources, and expand tools for scholarship.

JOB TITLE:	Collections Management Intern
REPORTS TO:	Curator of Collections & Exhibitions, Director
WAGE/TERMS:	$7,367 stipend; 16 weeks, 35 hours per week Spring Semester 2025 (Jan – May)
APPLICATION INSTRUCTIONS:	To apply, please email a cover letter, resume or CV, and one (1) reference to collections@prattmuseum.org by December 5th, 2025.

POSITION REQUIREMENTS:

The ideal candidate will be available to work full time hours during the Spring semester of 2025 (January 2025 - May 2025). The intern will engage in meaningful work, primarily focused on the migration of data between the two software systems, however there will be opportunities for special projects within the collections relating to object cataloging towards the overall goal of completing the project. Position requirements include data entry, file migration, collections inventory, and basic artifact handling. The intern will learn about the Kachemak Bay Region, and the diverse cultures which have made the area home over the centuries. This position is in person in Homer, Alaska. Housing will be provided at no cost to the intern, as well as a stipend to cover travel and expenses. Qualified applicants should have familiarity with collections management and be enrolled in or completed graduate level coursework in Museum Studies, Anthropology, Art History, or similar. A basic understanding of artifact handling and data entry is required, and an interest in local history is a plus.

- This is a full time, in person position
- Ideal candidate will have familiarity with collections management, experience with Past Perfect Five or Past Perfect Web is a bonus
- Enrollment in or recent completion of graduate level coursework in Museum Studies, Anthropology, Art History, or similar required
- Basic understanding of data entry and artifact handling required
- Strong computer skills
- Previous experience with museum database software a plus but not required
- Clear handwriting skills, excellent written and strong verbal communication skills, strong attention to detail
- Ability to work alone and with a group
- Able to lift 15 pounds