



## **Internship – Museum Collections**

**Supervisor:** Emily Lozon, Curator of Collections

**Status:** College Credit Internship

**Start/End Dates:** Summer 2020

### **About the Kentucky Horse Park:**

The Kentucky Horse Park (KHP) is a working horse farm, equine competition facility and an educational theme park. The Commonwealth of Kentucky acquired the property in 1972 for \$2.7 million and opened in 1978 as the world's only park dedicated to celebrating man's relationship with the horse. Over 800,000 visitors from all over the world come to the park annually. Visitors get to meet over 40 different breeds of horses on 1,200 acres of majestic bluegrass land, ride on a horse drawn trolley tours and attend shows at the Hall of Champions, Breeds Barn and Kids' Barns. Visitors can wind through the International Museum of the Horse and even watch a demonstration at the Farrier Shop.

### **Position Overview & Responsibilities:**

The intern will assist the Museum Collections Department with collections related projects. The focus for the Summer 2020 season will be reviewing and completing database records in order to place into the searchable, online component. The intern may also assist in other Collections projects including object handling, photograph, condition reporting, and storage.

The intern will learn how to navigate the PastPerfect online database system. They will also learn object handling and cataloging techniques. In addition, they will learn how to read and research Museum accession records. By the end of the internship, the intern should understand the importance of thorough and complete object documentation, be skilled in entering information into the PastPerfect database system, and preparing records for website inclusion.

### **Requirements:**

- Major in History, Art, Library Sciences, and Museum Studies or like field with GPA of 2.5 or above.
- Must be enrolled as an undergraduate or graduate student of a college or university.
- Provide a letter of reference by a college advisor on the commitments required for the internship.
- Excellent communication, computer, and interpersonal skills.
- Strong time-management and organizational skills.
- Experience in a Museum, Library or Archive environment is beneficial.
- Complete State of Kentucky Co-Op/Intern Application and Academic Credit Agreement.
- Complete KHP Internship Application and Waiver at [kyhorsepark.com](http://kyhorsepark.com)
- Attend an interview, orientation and tour.
- Must complete 160 hours over an 8 week period.
- Record all internship hours using VicNet database.
- Volunteer for a minimum of 3 KHP special events.
- Complete a midterm and final survey and evaluation.
- Weekly meetings with KHP Internship Manager.

For questions, contact:

Annie Martin

Volunteer & Outreach Manager

(859)259-4267