



## CALL FOR CANDIDATES

### Collections Intern

Kentucky Derby Museum  
Louisville, Kentucky

Kentucky Derby Museum is a 501(c)(3) non-profit charitable organization that sits on the front steps of historic Churchill Downs Racetrack. It is one of the premiere attractions in the Louisville region, celebrating the tradition, history, hospitality and pride of the world-renowned event that is the Kentucky Derby. The Museum welcomes over 230,000 visitors annually; a large percentage of those visitors come from outside of Kentucky, journeying from across the country and the world.

Position: **Collections Intern**  
Department: Curatorial  
Reports To: Museum Collections Manager  
FLSA Status: Part-Time/Paid Internship

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**Summary of Position:** The curatorial intern works with the collections team in the care of the museum's object and archival collections. This work is done in accordance with accepted museum standards. The collections intern will primarily focus on assisting with cataloging trainer D. Wayne Lukas' collection and organizing and cataloging the Churchill Downs racetrack photography archive.

#### Essential Duties and Responsibilities:

- Methods of museum acquisition, accessioning and deaccessioning
- Inventory, research and cataloging of museum collections
- Use of museum collections management database, PastPerfect
- Proper storage methods for artifact and archival collections
- Implementation of core documents for a museum collection including, but not limited to, collections policy, collections plan, deed of gift, incoming/outgoing loan and temporary custody forms
- Use of online modules to increase accessibility of museum collections
- Other duties as assigned

#### Supervisory Responsibilities:

- This position has no direct supervisory responsibilities.

#### Work Schedule:

- Schedule will be dependent upon intern's school schedule working 15 hours per week within the Museum's standard hours of operation - Monday – Friday 8:30 AM – 5 PM.





**Qualifications:**

- Must be able to work 15 hours per week.
- Must be able to work June 2019-August 2019.
- Must be proficient in Microsoft Office systems, especially Word, Excel and Outlook.
- Strong written and oral communication skills.
- Must show great attention to detail and possess strong organizational skills.

Please submit your cover letter, resume and three professional references to Jessica Whitehead at [jwhitehead@derbymuseum.org](mailto:jwhitehead@derbymuseum.org) by April 22nd We will take into consideration the academic calendar and holiday breaks when coordinating the intern's work schedule. No phone calls please.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

*The information contained in this job description is not exhaustive of all the duties and responsibilities of this job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. At the discretion of Museum management, duties and responsibilities may change due to reasonable accommodation or other reasons at any time.*

*The Kentucky Derby Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.*

