

THE MÜTTER MUSEUM

of The College of Physicians of Philadelphia

2017 Volunteers

Collections Processing Room

The Mütter Museum is seeking a student intern and/or volunteer to assist in planning of a collections processing room. The scope of work entails designing a functional layout for collection object staging (incoming donations, outgoing loans, incoming loans, and object preparation for exhibits). The functional designs would consider safe handling and inspection of collection objects, equipment and tools for photography, labeling, packaging for archival storage of collections objects and storage of related archival materials. Deliverable designs from the project would be an actionable proposal and floor plan drawings for the new layout, shopping list for furniture, equipment, and tools including pricing projections.

Duration – 8 weeks (2-3 days per week); *Estimated Time*

Education, Experience and skills needed:

- College or Graduate Student having a background in Museum Studies and an interest in collections management and logistics or a retired museum professional
- Organizational skills
- Computer skills with MS productivity tools
- Internet search skills
- Digital Photography knowledge
- Archival storage knowledge
- Architectural and floor plan drawing knowledge and use of computer based drawing tools, for example Microsoft VISIO Graphics or similar graphics tools.

To Apply

Prospective volunteers and interns must fill out the [Volunteer Form](#) in full and email the completed form to volunteer@collegeofphysicians.org.



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