

THE MÜTTER MUSEUM

of The College of Physicians of Philadelphia

2017 Volunteers

Numismatics

The Mütter Museum is seeking a student intern and/or volunteer to rehouse our collection of historical medals and coins. The collection is currently stored in the library stacks, and is to be moved to a museum collection space. The scope of work will be to rehouse the collection in flat file storage cabinets lined with foam. The foam lining will need to be custom cut to the profile of the object and labeled. Concurrent with the relocation the candidate will be required to update the collections database with new location codes and photographic images of all objects as needed.

Duration – 4 to 8 weeks (2 days a week); *Estimated Time*

Education, Experience and Skills needed:

- High School or College with an interest in museum studies or retiree
- Cataloging
- Clerical
- Arts and Crafts involving small printing, cutting and shaping foam, modeling, gluing, working with archival storage materials
- Computer familiarity with Microsoft productivity tools, Internet, and data entry
- Organizational
- Museum CM records awareness and or knowledge
- Digital Photography

To Apply

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



The College of Physicians of Philadelphia
BIRTHPLACE OF AMERICAN MEDICINESM