

## ***2017 Volunteers***

### **Complete Backlog of Object Cataloging**

The Mütter Museum is seeking a student and/or retired science professional to volunteer assistance to Collections staff to complete cataloging backlog. The initial scope of work will be to inspect, image and validate descriptions of accessioned or not-accessioned objects located in the Conservation Lab, edit the collections database relative to descriptions and digital images, and locations codes and prepare objects for collections storage. Where appropriate, stage and inventory objects for de-accessioning where there are non-conformities to legacy collections development practices.

Duration 8-10 weeks (2 days a week); *Estimated Time*

Education, Experience and Skills needed:

- College Student in Museum Studies or Graduate Student in Museum Studies and/or Medical History or retired medical professional with an interest in medical history.
- Organizational
- Clerical
- Filing/cataloging
- Biology, chemistry, medical, background
- Computer skills with MS productivity tools and Internet
- Data entry
- Knowledgeable in digital photography
- Attention to detail
- Some knowledge of archival practices

## **To Apply**

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

