

## **Part-time Summer Internship – Collections**

### **Muscatine Art Center**

1314 Mulberry Avenue, Muscatine, IA 52761

563-263-8282 [www.muscatineartcenter.org](http://www.muscatineartcenter.org)

The Muscatine Art Center is seeking a part-time intern for summer 2026. The intern will report to the Registrar and assist with processing and housing collections, preparing collections records for publication online, and installation/de-installation of exhibitions. A stipend of \$3,000 is available for a commitment of 175 hours during the months of June, July, and August. The schedule is flexible so long as hours occur Tuesday through Friday between 9:30 a.m. and 3:30 p.m. with potentially some evenings and weekends for special events. The expectation is that the intern will work 175 hours, and the intended duration may be adjusted based on the individual needs of the intern.

#### Overview of Tasks

Assist with data entry of new accessions to the collection.

Barcode objects in the collection and assist with moving and storing artifacts.

Review collections records for content and readiness for publication online.

Work with staff on installation and/or de-installation of exhibitions.

Scan records / work with photographs of collections.

#### Qualifications and Skills

- Completion of a minimum of one year of college education.
- Interest in pursuing a career in the museum field or art history.
- Ability to work both as a member of a team and independently.
- A previous work history that demonstrates reliability and an overall good character.

#### Preferred Prior Experiences

- Coursework in museum studies and/or art history.
- Experience with exhibitions and/or collections.
- Familiarity with PastPerfect Museum Software.

#### Additional Opportunities

- The intern may opt to gain additional experience such as creating marketing materials for exhibitions, exhibit planning, lesson planning, and assisting with programs or events.
- The intern may opt to work additional hours whether for personal growth or to fulfill a requirement for receiving college credit or other condition.
- The intern may opt to volunteer during events and programs occurring outside of the Tuesday through Friday, 9:30 a.m. to 3:30 p.m., schedule.

#### To Apply

- Email Registrar, Katy Loos, at [kloos@muscatineiowa.gov](mailto:kloos@muscatineiowa.gov), by April 6, 2026. In the email, please include a paragraph about why you are interested in position and attach your resume.
- Questions may also be addressed to [kloos@muscatineiowa.gov](mailto:kloos@muscatineiowa.gov) or by calling 563-263-8282.

## About the Muscatine Art Center

Open since 1965, the Laura Musser Museum/Muscatine Art Center is many things to the community of Muscatine — Historic House Museum, Art Gallery and Local History Museum. The people of Muscatine have made 1314 Mulberry Avenue a gathering place for celebrating the area's history, art and culture. As a department of the City of Muscatine, the Muscatine Art Center's mission is to collect, preserve, interpret, and exhibit creations of aesthetic value, local history artifacts, and objects connected to the historic estate.

The Muscatine Art Center was established as a museum in 1965 when Laura Musser's heirs, Mary Catherine McWhirter and Mary Musser Gilmore, donated the Musser Mansion to the City of Muscatine. The Muscatine Art Center's primary collection's scope is American art including paintings, sculptures, drawings, prints, photographs, and decorative arts of the period 1800 to 1965. The Mississippi River Collection is one specialty of the Muscatine Art Center.

Showcasing the 1908 Musser Mansion and the contemporary Stanley Gallery, the Muscatine Art Center offers decorative arts associated with the original home, as well as new and exciting exhibitions in constant rotation.

The Muscatine Art Center is one of only 1,110 museums nationwide accredited by the American Association of Museums (AAM). This honor signifies that the Muscatine Art Center has undergone a rigorous and lengthy process involving intensive self-examination, peer review, and a thorough examination by the Accreditation Commission. Accreditation by AAM means the Muscatine Art Center is recognized for demonstrating excellence and operating in accordance with the best practices and highest standards in the museum field.

Information about the collections, historic estate, current and upcoming exhibitions, and program schedule can be found at [www.muscatineartcenter.org](http://www.muscatineartcenter.org).