

## Museum Archaeology Data Assistant (Job Bridge Internship INTE-795623)

The National Museum of Ireland (NMI) is currently offering a number of internships in its Collections Resource Centre through the National Internship Scheme - Job Bridge. Interns will be involved in a project which is rationalising and quality control-testing Archaeological excavations data to be transferred into the NMI Collections Management database.

#### Introduction

In recent years the NMI opened a centralised storage facility to store, manage and improve access to all of the museums reserve collections. This facility in Swords, North County Dublin, provides a centralised facility big enough to house all of these collections, with state-of-the-art environmental control to ensure the best care for these collections. This facility also provides centralised access to all of the collections for researchers and interested parties, to ensure these collections can be researched and used as a resource for learning and enjoyment. The NMI is currently setting up the CRC for these purposes, and this involved centralising all of this material to the Collections Resource Centre (CRC) in Swords and managing issues such as transfer, documentation, location control, conservation and facilities.

This internship will focus mainly on Archaeological excavations. A section of the CRC will house and manage all excavated finds deposited with the museum by private archaeological companies. The NMI is in partnership with the National Monuments Service, who also occupies the CRC building. In the long-term the CRC will become a one-stop shop for all excavated finds and related archives. To begin this process, all data provided by private Archaeological companies and institutions must be formatted, standardised, checked and prepared for integration into the NMI's collections management database. This work is invaluable and will lay the foundations to improved access to this unique Archaeological resource.

#### **Leaner Outcome**

The intern will work as part of the small but effective CRC team, focusing on Archaeological excavations and will gain practical experience in the whole process of excavations deposition at the CRC, from company to museum, with a particular focus on data processing, database management, data rationalisation, National Museum of Ireland data standards, quality-control, formatting, museum documentation standards, Adlib collections management database, Access collections management database, collections management, basic preventative conservation, collections care and handling, collection identification. A variety of other tasks are also carried out at the CRC and the intern will be given an opportunity to take part in these, to broaden their experience. Such tasks will include, assisting with the inventory and management of data and collections from other aspects of the NMI's collections,

such as Natural History, Irish Folklife and Art and Industry, assisting with public tours of the CRC and assisting the conservator with occasional basic preventative conservation tasks.

The intern will receive in-house formal and informal training in the following: Adlib for museums, Excel, Access, documentation standards, basic preventative conservation procedures, SPECTRUM standards for Museums.

On completion the intern will have attained skills in museum data management, such as data tidying, quality control, analysis, formatting, importing, as all of these relate to Archaeological excavations and museum collections data. They will also attain a working knowledge of museum documentation processes, best practice standards, basic preventative conservation processes, collections management, collection care and handling, collection identification, location control, inventory processes, transfer of collections knowledge and store management.

## **Personal Specification**

The successful applicant should have excellent interpersonal, communication & organisational skills with good research & reporting skills. The candidate must also have a good working knowledge of computers, in particular, software such as Excel, Access and Word. A working knowledge of databases would be a good starting point to build on with this experience. They should also have an interested in meticulous, detailed work, standards and the excellent attention to detail required to deal with large volumes of data.

#### Location

This internship will be based in NMI's Collections Resource Centre, Balheary Road, Swords, Co. Dublin

# Qualifications

Due to the nature of the collections, interns will benefit most from this experience if they already have a primary degree in Archaeology, Art History, Natural Sciences or any other museum-related subject

### **Duration**

This is a nine month placement, working 30 hours per week.

### **How to Apply**

Please submit a CV and letter of application to <a href="mailto:recruitment@museum.ie">recruitment@museum.ie</a>. Please ensure you quote the name of the internship and the Job Bridge reference number in the subject bar. For more information please visit <a href="www.museum.ie">www.museum.ie</a>

Please note, this internship is being offered under the National Internship Scheme - Job Bridge only, it is the applicants own responsibility to ensure they meet the eligibility criteria, for more information please visit <a href="www.jobbridge.ie">www.jobbridge.ie</a>.