





### Faculty Member Contact Information

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<b>Contact Info</b>	
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<b>Department</b>	University Museum

### 1 Unfunded URCA Assistant

	This position is <b>ONLY</b> open to students who have declared a major in this discipline.	<b>M</b>
	This project deals with social justice issues.	
	This project deals with sustainability (green) issues.	
	This project deals with human health and wellness issues.	
	This project deals with community outreach.	
<b>X</b>	This mentor's project is interdisciplinary in nature.	<b>I</b>

**Are you willing to work with students from outside of your discipline? If yes, which other disciplines?**

Yes

**How many hours per week will your student(s) be required to work in this position?**

(Minimum is 6 hours per week; typical is 9)

8-10

**Will it be possible for your student(s) to earn course credit?**

HIST410 Independent Study or ART498 Internship in the Arts 3

**Location of research/creative activities:**

SIUE University Museum Archive and Operations Building, Supporting Services Drive,  
SIUE Edwardsville Campus

### **Brief description of the nature of the research/creative activity?**

The University Museum (UM) is embarking on the 3rd stage of its Collections Research and Documentation project for a two-year period. This stage of the multi-year project is focused on approximately 9,000 of the museum's more than 36,000 artifacts: specifically ethnographic collections from the continents of South and Central America, the American History collections, and the 3-dimensional contemporary artwork collections. The UM's South and Central American collections consist primarily of ceramic and stone artifacts from pre-Columbian cultures. The American History collections encompass domestic textiles, decorative and industrial arts, military history including firearms, uniforms, and wartime artifacts. 3-dimensional modern and contemporary artworks consist of materials from glass to ceramics, wood, and metals and are in a range of scale from the petite to sculptures of 5 feet in height and more. Each has the potential to delineate the rich cultural heritage of people from throughout the ages and around the world. This cataloging and reconciliation project is designed to expand engagement with objects of cultural and artistic significance via increased record and location accuracy. Professional museum faculty, staff and grant-funded Research Assistants are tasked with enhancing existing metadata, as well as creating new records and digital surrogates in order to reduce handling of fragile and historic materials and increase remote access for external researchers and university stakeholders.

### **Brief description of student responsibilities?**

Students will work with the Primary Investigator Erin Vigneau-Dimick, Executive Curator, and with

grant-funded Research Assistants to engage in hands-on experiential learning in professional museum collections management practices. Students will learn to use museum collections management software systems and participate in cataloging, digital documentation, object research, museum archival practices, and hands-on object care and handling techniques.

**URCA Assistant positions are designed to provide students with *research or creative activities* experience. As such, there should be measurable, appropriate outcome goals. What exactly should your student(s) have learned by the end of this experience?**

- Become experienced with physical and digital museum records and archives systems.
- Research and synthesize information from historical documents and other archival materials.
- Become proficient with museum collections management software.
- Become proficient with the collection and verification of metadata in museum records.
- Become proficient at written object description,
- Learn to use Museum Cataloging Nomenclature 4.0 by Chenhall for classification.

- Develop appropriate skills for digital documentation of artifacts and condition reporting.
- Develop appropriate skills for the careful handling, stabilization and labelling of museum artifacts.

### **Requirements of Students**

**If the position(s) require students to be available at certain times each week (as opposed to them being able to set their own hours) please indicate all required days and times:**

Students can work in the University Museum Archive M-F, 9-5. No nights or weekends.

**If the location of the research/creative activities involves off campus work, must students provide their own transportation?**

Students need to have their own transportation to the University Museum Archives and Operations

building located on Supporting Services Drive on the outer edge of the Edwardsville campus. There is parking, or students can walk or bicycle to the location w

**Must students have taken any prerequisite classes? Please list classes and preferred grades:**

I request that students of any discipline be a least a Junior, or in their 5th semester.

**Other requirements or notes to applicants:**

This is a unique opportunity for undergraduate students to get to learn about the inner workings of

museum collections management including object handling, documentation, archives and associated record management techniques.