

Department of Anthropology,  
The Chinese University of Hong Kong

# Summer Internship 2015

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**Institution: The Nicholson Museum, The University of Sydney**

Being a final year student minoring in anthropology, it is my honour to participate in the internship programme offered by the Department of Anthropology. The internship provided me a chance to know more about the museum management and the archaeological practice, which can consolidate the knowledge I have learnt in the related courses at school. As my academic interests are focusing on heritage management and museum studies, the work I have done in my internship provided me a unforgettable and meaningful experience in my study life.



I have been in the Nicholson Museum at the University of Sydney as a museum intern from 29 June to 14 August. My duties in these seven weeks were mainly on documenting the collections and assisting the daily operation of the museum. I have also been invited to join their meetings and educational activities. Below are the details of the tasks I have done during my internship.

### **Collection management system**

Most of the tasks I have done in the museum were related to the collection database named “EMu”. The database system has included all the information related to the collections of the museum, such as the physical description, historical background, measurement, reference and multimedia. During my internship in the museum, I have checked whether all the original photos were scanned into the database. I have to scan the photos into the database if they were not in the system. Moreover, I have entered the reference for some objects that were mentioned in the exhibition catalogues. According to what my supervisor told me, all these information are important to manage the collections and curate the exhibitions.

### **Objects measurement and counting**

Apart from working with the collection management system, I also have the chance to work with the historical objects and artifacts, which are from Egypt, Greece, Italy, Cyprus and the Near East. I have to measure the length, width and height of them and record these information into the database system. Also, I was assigned to count the total number of the archaeological findings from the sites. My supervisor has taught me how to handle different objects and artifact, and shared the historical background of them and the personal experience on the archaeological practice.



### **Front-desk operation**

I was asked to work at the front-desk counter of the museum when the volunteer was absent. The duties of working at the counter included answering the public enquires, handling the transactions of the souvenir shop and counting the number of visitors. I seemed to be a museum

ambassador who gave a warm welcome and introduced the museum. It is a nice experience to communicate with people from different cultural background.

### **Administration work**

During my internship, I have also spent some time on doing the administration work in the office. For example, I have to scan a catalogue that is a hard copy into a computer version for easier assess and do some filing work. Although the tasks were not directly related to objects and artifacts, I can know more about the museum administration by doing them.

The internship has provided me not only the experience of working in a overseas archaeological museum, but also inspiration on my career plan after graduation. The solid experience I have gained through out the internship has equipped me to work in the relevant field. At last, I would like to thank my warm and nice colleagues. It is my pleasure to work with them and their guidance and caring let me have a joyful internship experience in the Nicholson Museum.

