



**Position Title:** Curatorial Intern  
**Supervisor:** Curator  
**Department:** Curatorial  
**Internship Offered:** Summer 2020  
**Status:** Unpaid Internship

**Position Overview:** The Curatorial Internship will provide students with the opportunity to study the Museum's permanent collection and assist in updating the Museum's database. This intern will work closely with the Curatorial Department to assess priority research areas and documentation methodologies. The commitment is from June-August 2020 as part of the Summer 2020 Museum Practice Program.

**Responsibilities:**

- Research objects from the Museum's collection to complete museum records
- Update database to reflect new/existing information from object files
- Research artists, collectors, donors or institutional history
- Assist the Curatorial department with the management, archiving, rehousing of collections management records as well as data entry and clean-up.

**Qualifications:**

- Enrolled in an undergraduate or graduate program (Recent graduates may apply)
- Background in art history, studio art or related field
- Excellent writing and proofreading skills
- Attention to detail and ability to be flexible
- Proficiency with Google Drive and Microsoft office software
- Ability to work independently
- Ability to manage multiple assignments and priorities, along with a professional attitude and demeanor.

**Preferred Qualifications:**

- Experience conducting object-based research
- Background in any of the Museum's collection areas (i.e. African Art, Mediterranean Art, American Art, etc.)