



**Position Title:** Curatorial Intern

**Supervisor:** Curator

**Department:** Curatorial

**Internship Offered:** Fall 2020

**Status:** Unpaid Internship; Remote Work Possible

**Position Overview:** The Curatorial Internship will provide students with the opportunity to study the Museum's permanent collection and institutional history.

**Responsibilities:**

- Conduct object-based research
- Research artists represented in the Museum's collection as well as collectors and donors
- Assist the Curatorial department with the management, archiving, rehousing, and digitization of Museum records
- Update collection database to reflect new/existing information on objects and individuals related to the Museum

**Qualifications:**

- Enrolled in an undergraduate or graduate program (Recent graduates may)
- Excellent writing and proofreading skills
- Attention to detail and ability to be flexible
- Proficiency with Google Drive and Microsoft Office Suite
- Ability to work independently
- Ability to manage multiple assignments and priorities, along with a professional attitude and demeanor

**Preferred Qualifications:**

- Experience with conducting object-base research
- Experience within collection databases; experience with PastPerfect a plus
- Background in any of the Museum's collection areas (i.e. African Art, Mediterranean Art, American Art, Ornithology, etc.)