**Curatorial Internship:**

The curatorial intern reports to the Museum’s curators and works with Exhibitions and Collections staff on activities related to the galleries and the permanent collection, and with research for upcoming exhibitions, among other opportunities. Applicants must be able to work at least 3 days per week (between 10am-4pm). A three-month minimum commitment is required. Start/end dates and hours are flexible.

Requirements:

* Working towards a master's degree or has recently obtained a bachelor’s degree in Art History, Museum Studies, Fine Art, or related field
* Reliability, flexibility, and strong attention to detail
* Able to multitask and work independently
* Excellent writing and communication skills
* Exceptional organizational skills
* Able to follow verbal and written instructions and procedures
* Excellent typing skills
* Ability to work effectively and efficiently under pressure
* Experience organizing and installing exhibitions preferable.

Responsibilities include but are not limited to:

* Prepare for upcoming exhibitions by researching, collecting, collating, and drafting texts for interpretive materials
* Assist with correspondence and event planning
* Prepare labels, docent guides, and other design/print materials
* Contribute to museum website text and social media posts
* Prepare and give exhibition tours
* Assist in the installation, de-installation, and maintenance of exhibitions
* Maintain collection and loan object records in CatalogIt, and online database management system. CatalogIt training provided.
* Be able to lift/move objects up to 50 lbs
* Other responsibilities may include some administrative assistance as need arises.