

JOB DESCRIPTION FOR DEPARTMENT INTERNS

ASIAN ART COLLECTION

The Asian art intern will assist in all aspects of curatorial work, including exhibition, administration, and collection management, on a project-by-project basis. The nature of such projects entails data entry, basic research, and label production.

DUTIES WILL INCLUDE:

1. Assist in the collection computerization program in such ways as data input and file upkeep.
2. Work with the department's current inventory system in areas like curatorial files, and object numbering.
3. Assist with collections management tasks as assigned by curator.
4. Conduct some basic research on works of art as delegated by the curators.

QUALIFICATIONS NEEDED:

1. Asian studies or Asian art history background preferred.
2. Good organizational and computer skills.
3. Attention to details.
4. Ability to work with inventory systems.
5. Some Asian language background helpful.