

JOB DESCRIPTION FOR DEPARTMENT INTERNS

MATTING INTERN

The department of prints, drawings and photographs is the largest of the Museum's collections. Because of their vulnerability, works on paper require careful housing, beginning with quality matting and hinging. Many works need attention before going into an exhibition. This individual reports to the chief preparator and will work closely with the museum's curator of prints, drawings and photographs.

DUTIES WILL INCLUDE:

Matting and hinging works of art on paper for the museum as well as framing works for special exhibitions and other duties as required. These other duties may include but will not be limited to: building boxes and enclosures for books and print portfolios, assisting print room interns in organization and labeling of storage areas, maintaining organization and keeping the matting area clean and properly stocked.

QUALIFICATIONS NEEDED:

Appreciation for works of art on paper, an ability to work well with hands, a willingness to learn basic principles of conservation in order to safe guard the art work and a basic knowledge of math. Good organizational skills and ability to work independently.