

JOB DESCRIPTION FOR DEPARTMENT INTERNS

MODERN/CONTEMPORARY INTERN

The modern/contemporary intern will work closely with the curator in maintaining object files for works of art, assisting in pertinent research on the collection and exhibitions, assisting with installation projects and working on other special projects as assigned.

DUTIES WILL INCLUDE:

1. Assist with the maintenance of the curatorial files (collections database, card catalogue, accession files, photographs and slides, etc.).
2. Assist with curatorial research, writing labels, and correspondence.
3. Work on projects involving specific areas of the collection and its care and management.

QUALIFICATIONS NEEDED:

Advanced undergraduate arts background (art history, art, anthropology, archaeology, etc.); good writing, typing, and organizational skills; attention to detail; able to work independently; creative problem-solving abilities; reliability; accuracy; efficiency.