

JOB DESCRIPTION FOR DEPARTMENT INTERNS

**PREPARATOR/INSTALLATION INTERN**

DUTIES WILL INCLUDE:

This intern will work closely with the preparator staff in the installation of exhibits, creating and shipping of works of art, design and construction of display fixtures, and behind the scene support required of the preparator department, including making deliveries, running errands, painting, matting, framing, etc.

QUALIFICATIONS NEEDED:

Must have the ability to work well in a team environment. Must be able to work skillfully and safely with hands. Familiarity working with some power tools would be helpful. Must understand the necessity of taking the proper safety measures when working with all tools.

Schedule should allow for 3-4 hour blocks of time to meet 10 hour per week job requirement.

Must have respect for all works of art and an appreciation for museums.

Some heavy lifting may be required.