

JOHNSON MUSEUM OF ART  
JOB DESCRIPTION FOR DEPARTMENT INTERNS

**EDUCATION INTERN:  
ACADEMIC PROGRAMS**

Assist the Andrew W. Mellon Curatorial Coordinator for Academic Programs with the organization, preparation, and facilitation of Museum sessions for university courses.

PRIMARY DUTIES:

Work within the education and curatorial departments to support some of our 300+ annual university course sessions for over 50 departments and programs:

- Pull artwork from and return to storage on a weekly basis
- Learn about the Museum's encyclopedic collection by conducting preliminary research on objects and artists
- Handle artwork for faculty and instructors during class sessions
- Work with the Museum's collections management system

QUALIFICATIONS:

Applicant must enjoy new challenges and work well with others in a fast-paced environment. Creativity, attention to detail, and reliability are essential. Excellent organizational, communication, and research skills (oral and written) required. Coursework in the history of art desirable but not required.

- Must qualify for Federal Work Study
- Must be able to work both Fall 2017 and Spring 2018