JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

ASIAN ART COLLECTION INTERN

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 record-keeping, basic research, art handling, and some writing.

DUTIES WILL INCLUDE:

• Assist with collections record-keeping and updating, through the Museum’s TMS database and curatorial files.

• Assist with collections management tasks, such as unpacking and re-housing of objects, object cataloguing and numbering, transporting objects for photography and classes.

• Conduct some basic research on works of art for preparation of labels or other interpretive materials, as delegated by the curator.

• Assist with permanent gallery displays and temporary exhibitions, as assigned by curator.

QUALIFICATIONS NEEDED:

• Demonstrated knowledge and interest in Asian art and cultures, especially through courses taken or enrolled in. Art history, Asian studies, or Anthropology/Archaeology major preferred.

• Good organizational and computer skills.

• Attention to details and sensitivity to the care required by fragile works of art.

• Ability to work with inventory systems.

• Some Asian language background helpful.