

JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

**ASIAN ART COLLECTION
SUMMER 2017**

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 data entry, basic research, art handling, and some writing.

This is a summer-only position for 2017: 20 hours per week for 10 weeks, or a flexible schedule up to a maximum of 200 hours total for the internship.

DUTIES WILL INCLUDE:

1. Assist in the collections record-keeping and updating, through the Museum's TMS database and curatorial files.
2. Assist with collections management tasks, such as unpacking and re-housing of objects, object cataloguing and numbering, as assigned by curator.
3. Conduct some basic research on works of art for preparation of labels or other interpretive materials, as delegated by the curator.
4. Assist with permanent gallery displays and temporary exhibitions, as assigned by curator.

QUALIFICATIONS NEEDED:

1. Art history, Asian studies, and/or anthropology/archaeology background with demonstrated interest in Asian art and culture, especially through courses taken or enrolled in, is preferred.
2. Good organizational and computer skills.
3. Attention to details and sensitivity to the care required by fragile works of art.
4. Ability to work with inventory systems.
5. Some Asian language background helpful.