JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

PHOTOGRAPHY COLLECTION INTERN

The Photography Collection intern will assist in all aspects of curatorial work, including collection management, research, teaching, exhibitions, and on a project-by-project basis. Such projects entail data entry, basic research, art handling, and some writing.

DUTIES WILL INCLUDE:

1. Assist with management of the collection and basic administrative tasks, such as refreshing box lists and labels, housing or re-housing photographs, digitization, and record-keeping.

2. Assist in tracking the movement of photographs within the Museum through the Museum’s TMS database.

3. Conduct basic research on photographs for proposed acquisitions and for preparation of labels or other interpretive materials, as delegated by the curator.

4. Assist with retrieving and replacing photographs requested for classes in the Museum; supervise classes and individual researchers as necessary.

QUALIFICATIONS NEEDED:

1. Art history, visual studies, or other relevant background with demonstrated interest in photography, especially through courses taken or enrolled in, is preferred.

2. Good organizational and communication skills; reliable; curious and motivated to learn.

3. Attention to detail and sensitivity to the care required by works of art.

4. Ability to work with inventory systems.

5. Some knowledge of historic and contemporary photographic techniques helpful.