PREMODERN COLLECTIONS INTERN

The Museum has a collection of more than 20,000 works on paper. Many prints are added to the collection each year, and these must be carefully catalogued, matted, and stored. The print department contributes actively to the Museum's exhibition schedule, generally featuring up to a dozen different shows per year. The education department relies heavily on the print collection for material for its activities and workshops, as do the other departments for matting, framing, and labeling services. This internship also supports the less numerous yet highly diverse group of objects overseen by the Curator of European Art before 1800, including Western art from the ancient world to 1800, African art, pre-Columbian art, and Native American art.

DUTIES WILL INCLUDE:

Assisting in maintaining records and files on the prints and drawings collection including some accessioning of objects; storing works; helping maintain database information; and research.

Taking works out for class use; assisting print room visitors in the use of the collection; putting away prints after viewing; sitting in on some classes when a guard is required.

Duties as assigned in support of various Museum collections, including Western painting and sculpture before 1800, African, pre-Columbian, and Native American art. These duties include but are not limited to: numbering new acquisitions, preparing object groups for study, creating object files, researching objects, etc.

QUALIFICATIONS NEEDED:

Flexibility with a range of constantly changing duties and an ability to work on multiple projects simultaneously.

Interest in a wide range of art media, including painting, sculpture, decorative arts, and works of art on paper.

Willingness to learn basic principles of conservation for works of art.

Ability to work well with one's hands; attention to accuracy and detail; reliability.

General knowledge of art history; knowledge of Macintosh computers is preferable.