

JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

PRINT ROOM INTERN

The Museum has a collection of more than 20,000 works on paper. Nearly one hundred 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.

DUTIES WILL INCLUDE:

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.

Assisting in maintaining physical records and files on the Johnson Museum's permanent collection; storing works; and help maintain online database information.

Other duties as needed, including research of specific objects and artists; assisting curatorial department with upcoming exhibitions and programming; general print room maintenance.

QUALIFICATIONS:

Appreciation for works of art on paper, and willingness to learn basic principles of conservation in order to handle the works; ability to work well with one's hands; attention to accuracy and detail; reliability; flexibility; general knowledge of art history; and knowledge of Macintosh computers is preferable.