The intern for the Asian art collection 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 collections database systems
- Some Asian language background helpful