JOB DESCRIPTION FOR DEPARTMENT INTERNS

THE NANCY HORTON BARTELS ’48 SCHOLAR FOR COLLECTIONS
Summer 2022

This internship is an excellent opportunity for anyone eager to learn more about the full range of responsibilities related to museum collections and exhibitions. As the Bartels Scholar for Collections, you’ll work closely with the Museum’s collection curators within four departments: European and American Art before 1800; European and American Art 1800–1945; Modern and Contemporary Art, and Photography. This summer-only position is 39 hours per week over an approximately 10-week period (for a total of 312 hours) with flexible start and end dates. Occasional work outside the normal 9AM–5PM weekday work week may be required.

The intern receives a travel stipend and paid time for a focused research trip for the purposes of scholarly and professional development. Applicants must include a 500-word proposal for a potential summer research project related to art history or museum work that should explore research questions, potential travel destinations within the Northeast US, and the contribution this research stands to make toward their undergraduate path or preparations for graduate study, as appropriate.

DUTIES INCLUDE:

Assisting in collections management, maintaining records and files, accessioning and storing new objects, performing database searches and updates, and handling, location tracking, and inventorying works of art.

Engaging in special curatorial projects as assigned, retrieving and replacing works for classes, monitoring print room visitors, writing labels, and conducting research on the permanent collection or to support upcoming exhibitions and installations.

Assist the Curatorial Assistant, who supports all of these areas and is also responsible for handling outside requests for image use and permissions.

QUALIFICATIONS NEEDED:

- Interest in museums and cultural institutions
- Willingness to learn basic preventative art conservation techniques
- Excellent organizational, written and oral communication, research, and interpersonal skills
- Embrace new challenges with enthusiasm and a high level of attention to detail and accuracy
- Ability to work efficiently and creatively both with staff and independently in a fast-paced environment
- Proficiency with Office/Google suites and clerical tasks (data entry, photocopying, scanning, filing)
- Advanced art history and related fields coursework and knowledge preferred