Staff contact name: Jessica Uelsmann

Title of Internship: Exhibition Development Internship

Department: Registration

Brief Description of Internship: Intern will work closely with the Registrar of Exhibitions and Loans on daily tasks and duties to provide an overall experience of developing an exhibition from the registrar’s perspective. Intern will work on tasks related to two upcoming photography exhibitions, specifically condition reporting, data entry and shadowing staff to observe integrated role of registrar in exhibition development.

Hours per week: 10 hours/week, during museum operating hours M-F, 9am-12, 1-5pm

Specific Duties:

Will shadow Registrar of Exhibitions and Loans and Assistant Registrars on daily duties, including related exhibition planning meetings

Will learn and assist with object condition reporting

Will learn elements of The Museum System and assist with data input

Will assist with documentary photography of loans and exhibitions

May be asked to assist with office work such as filing and copying

May be asked to assist with loan reconciliation/inventory

May be asked to assist with gallery preparation, such as painting walls

May be asked to assist with preparing packing materials for traveling exhibition

Qualifications needed:

Excellent communication skills

Detail oriented

Able to work independently

Proficiency with computers and digital cameras

Learning Objectives for the Intern (what will the student learn from this experience?):

Gain professional experience in museum practices and an understanding of the role of museum registration and how it fits within larger goals of the museum

Learn about the best practices and policies guiding art museums’ registration departments

Gain exposure to various aspects of exhibition planning, such as art handling, packing and shipping, and installation practices.

By end of semester, will have proficiency with The Museum System (TMS), a premier museum database.