Staff contact name: Michael Peyton

Title of Internship: Intern Assistant Preparator

Department: Preparation

Brief Description of Internship: Assist preparation department in Art Gallery installation/de-installation and gallery maintenance.

ONGOING Intern Project – offered every term

Hours per week: 10 for Spring, Fall & Summer C (20 if Summer A or B)

Specific Duties: duties will vary according to installation schedule, but, may include; dry mounting and cutting labels, printing and weeding vinyl lettering for signage, printing and mounting text panels, making art mounts for displays, pedestal and vitrine inventories, etc.

Qualifications needed:
- Available 10 hrs/wk during museum business hours: M – F 8 am-5 pm
- Skilled in duties listed above
- Attention to detail.

Objectives for intern: To gain first-hand experience in Art Museum installation/ de-installation by assisting the Chief Preparator in the varied, non-structured daily duties of this multifaceted job