

# Samuel P. Harn Museum of Art

## Intern Project Description Form

**Staff contact name:** Jessica Uelsmann

**Title of Internship:** Preparator Internship

**Department:** Registration

**Brief Description of Internship:** Intern will work closely with Preparators on daily tasks and duties to provide an overall experience of the department and its function within the Museum. Intern may be assigned a specific project based on the needs of the department. If need arises to work remotely, student may engage in research and/or design as related to the exhibitions.

**Hours per week:** 10 hours/week M-F, 8:30- 4:30pm, excluding 12-1pm

### **Specific Duties:**

Intern will be involved in preparing display furniture and gallery spaces for exhibitions such as Modern Highlights, *Breaking the Frame* and other summer and fall exhibitions as scheduled. Duties will vary according to installation schedule, but may also include; dry mounting and cutting labels, printing and weeding vinyl lettering for signage, printing and mounting text panels, preparing art mounts for displays, etc.

### **Qualifications needed:**

- Excellent communication skills
- Detail oriented and ability to work independently

### **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 preparation and how it fits within larger goals of the museum
- Learn about the best practices and policies guiding art museums' registration/preparation department
- Gain exposure to various aspects of exhibition planning, such as art handling, packing and shipping, and installation practices.