

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.

Hours per week: 10 hours/week M-F, 8:30- 4:30pm

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.