

# Samuel P. Harn Museum of Art Intern Project Description Form

**Staff contact name:** Liz Rodgers

**Department:** Registration

**Title of Internship:** Exhibition Registration Internship

**Brief Description of Internship:**

Assist Registrar of Exhibitions and Loans to organize and implement successful traveling exhibition program.

**Hours per week:** 10 hours/week, during museum operating hours M-F, 8am-12, 1-5pm

**Specific Duties:**

Under supervision of the registrar of exhibitions and loans, Intern will work directly with Harn-organized exhibitions “World to Come” and “Peace, Power, and Prestige” to assist with loan agreements, shipping arrangements, checklists, venue agreements, etc. Intern may be asked to research peer museum traveling exhibition business models. Intern may also be asked to assist with various aspects of loaned exhibitions, or other general registration duties, as time allows.

**Qualifications needed:**

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

**Learning Objectives for the Intern:**

- Gain hands-on experience implementing museum practices and a thorough understanding of the role of the registration department and how it fits within larger goals of the museum.
- Learn about the best practices and policies guiding art museums’ registration departments.
- By end of semester, will have proficiency with The Museum System (TMS), a premier museum database.