

# Samuel P. Harn Museum of Art

## Intern Project Description Form

**Staff Contact Name:** Jessica Uelsmann, Senior Registrar

**Department:** Registration

**Title of Internship:** General Registration/Preparation Internship

**Duration:** Spring 2025 | **Hours per week:** 10 (M-F, 8:30-12, 1-5pm)

\*Note that due to restricted access of work area, intern must break for staff lunch period.

### **Brief Description of the Internship:**

Intern will learn information specific to the preparator's role within the registration department by shadowing staff and participating in basic preparator duties. Although the intern is not permitted to handle art, they will have the opportunity to observe art installations and assist in other ways. Intern may be assigned a specific project based on the needs of the department. Intern may also present summary of their experience to staff and peers at the end of semester.

### **Specific Duties:**

This intern will work directly with the registrars of exhibitions and loans, and preparators, to assist with upcoming exhibition projects. Duties will vary according to installation schedule, but may include preparing gallery spaces, producing labels and other signage, printing and weeding vinyl lettering for signage, preparing mounts for art displays, condition assessment and documentation of artwork, etc.

### **Qualifications Needed:**

- Due to restricted access of work area, intern is required to have a background check in advance of beginning the project. (The Museum's Human Resources Manager will assist in setting up an appointment.)
- Creative problem-solving skills.
- Excellent communication skills
- Detail oriented and well organized.
- Ability to work independently.
- Previous experience working with hand tools and painting supplies is appreciated but not required.

### **Learning objectives for Intern:**

At the end of the internship, the individual will gain professional and career-building experiences which will assist in future academic and professional pursuits; gain an understanding of the preparation/registration department within the museum ecosystem, bolstered by practical experience; learn about the best practices and policies guiding art museums' registration/preparation department; and gain exposure to various aspects of exhibition production, such as art handling, packing and shipping and installation practices, as well as time-management and budget planning

