

# Samuel P. Harn Museum of Art

## Intern Project Description

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

**Title of Internship:** Tim Joiner Memorial Registration and Preparation Internship

**Department:** Registration

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

Intern will work closely with registrars and 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.

### **Specific Duties:**

Intern will learn information management specific to the registration department, as well as shadow staff and participate in basic registration duties. Intern will also be involved in preparing display furniture and gallery spaces for spring exhibitions. Duties will vary according to installation schedule, but may include preparing gallery spaces, dry mounting and cutting labels, printing and weeding vinyl lettering for signage, printing and mounting text panels, preparing art mounts for displays, measuring and cutting foam, etc.

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

### **Qualifications Needed:**

- Excellent communication skills
- Detail oriented and ability to work independently
- Previous experience working with hand tools and painting supplies is appreciated but not required

### **Learning Objectives for the Intern:**

- Gain professional experience in museum practices and an understanding of the role of museum registration 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.