

Samuel P. Harn Museum of Art

Intern Project Description

Staff Contact Name: Jessica Uelsmann, Senior Registrar

Title of Internship: Tim Joiner Memorial Internship

Department: Registration

Brief Description of 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 will not be able 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.

Specific Duties:

Intern may be involved in preparing display furniture and gallery spaces for exhibitions as well as participating in the moving of artwork and general collection maintenance as permitted during the semester. 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, etc.

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

Qualifications Needed:

- 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 the Intern:

- 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
- 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