

Title of Internship: Exhibition Preparation Internship Project

Staff Supervisor: Liz Rodgers, Natasha Alexander, Jorge Bernal

Department: Registration and Preparation

Duration: Spring 2027 | **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:

This internship project will assist registrars and preparator in the production and documentation of current and upcoming exhibitions. Intern will assist in preparation of gallery spaces, didactic materials, and documentation of artwork for exhibitions. 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.

Specific Duties:

This intern will work directly with the registrars of exhibitions and loans, and preparator, 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, database updates, 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:

- 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;
- 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.