



**Job Title:** Curatorial Intern

**Department:** Curatorial

**Supervisor:** Curator

**Position Type:** Seasonal Internship, 10-20 hours per week for 3 months; occasional weekend work

**Educational and Experience Requirements:**

- High school diploma or equivalent required
- Current enrollment in a relevant collegiate program (i.e. Art History, Fine Art, or the Humanities)
- Completion of at least one art history or museum studies college course
- Experience/interest in curation, registration, exhibition development, or collections management preferred

**Skill Requirements:**

- Excellent organizational and communication (written and verbal) skills
- Ability to conduct independent research with documentation
- Proficiency in Microsoft Office suite, Adobe suite, and Google suite
- Ability to demonstrate patience, care, and forethought when handling fine art objects
- Ability to work independently and as part of a team

**Job Summary:** The Curatorial Intern will work closely with the museum Curator to gain hands-on training and experience in the day-to-day operation of the LASM's curatorial program. Tasks will include assisting in the development of fine art and scientific exhibitions, installation and handling of fine art objects, development of public programming events, research of the museum's permanent collection, and other duties as assigned.

**Responsibilities and Duties:**

- Conduct research related to upcoming exhibitions
- Write exhibition labels and text panels
- Correspond with artists, lenders, donors, museums, and exhibition services
- Collect and disseminate exhibition images and copy for curatorial and marketing archives
- Develop educational components such as videos, blog posts, and QR codes
- Assist with exhibition development, installation, and deinstallation
  - Including the handling of fine art object, antiquities, and other precious objects, packing objects for travel, assisting with art transportation
- Write and file condition reports on collection and exhibition objects
- Photograph collection and exhibition objects for internal and publication use
- Compile information for grants and grant reporting

- Assist with collections projects under supervision
- Research and writing related to permanent collection objects and artists
- Data entry into PastPerfect collection management software
- Research and obtain copyrights as required for collection and exhibitions needs
- Develop schedules, make travel arrangements, and secure presentation equipment for Curatorial program guests
- Assist with weekend and after hour art events and programming
- Other duties as assigned