

Sample Internship Posting

Intern Title: Curatorial Intern

Duration of Internship: Fall 2019 Semester, 10 Hours Per Week

Compensation: Paid Unpaid Stipend Other

Supervisor: The intern will be mentored and supervised by the Exhibitions Curator.

Duties and Tasks: The intern will assist the Exhibitions Curator with the following tasks:

1. Plan and organize the acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs, and develop or install exhibit materials.
2. Conduct research for grant proposals and review journal articles and publicity materials.
3. Attend regular staff meetings, conventions, and civic events to promote use of the institution's services.
4. Facilitate tours to acquaint visitors with the institution's facilities and materials.
5. Conduct collection inventories.

Qualifications:

Applicants should be in their junior or senior year of college, pursuing an arts management degree. Must be available to work at least 10 hours per week during the academic semester.

Learning Objectives:

1. The intern will gain hands-on experience with all aspects of curating an exhibit.
2. The intern will hone the research techniques necessary for writing grant proposals and will attend a grant writing workshop with the supervisor.
3. The intern will have an opportunity to network with other professionals in the field at conventions and civic events.
4. The intern will have an opportunity to conduct informational interviews with other professionals within the organization and job shadow based upon his or her interests.