Internship Descriptions

Museum internships are available in the following departments: Curatorial, Education, Membership/Development, Preparation, and Registration. Below are possible tasks for each museum department. These descriptions are subject to change based on the immediate needs of the department.

Curatorial Intern:

- Contribute original research to develop information about objects in the collections
- Participate in the development of exhibition concepts through research and synoptic writing
- Support exhibition related events
- Assist with archival collections care
- Learn how to cooperate with working museum professionals as a valued team member

Education Intern:

- Assist with ongoing K12 programs
- Research and prepare docent (gallery educator) training materials and handouts
- Create in-gallery guides and didactic materials, including e-books and online materials for all ages
- Contribute your original ideas or research projects to the department

Membership/Development Intern:

- Help with exhibition opening receptions including greeting guests, answering questions about membership, and assisting with setup and cleanup of the event
- Prepare mailings such as renewal notifications
- Assist with special events such as the Toast to the Arts or Silver Soirée fundraisers
- Produce packets for Museum Association Board meetings held twice each semester
- Organize member database and past membership files

Preparation Intern:

- Participate in gallery preparation – this includes, patching, sanding painting, lighting, and when necessary, wall moving
- Offer assistance with building gallery furniture and mounts
- Limited assistance with matting and framing
- Assist with inventory and associated projects
- Offer support during installation of works in gallery rotations when necessary
- Assist with gallery and vault maintenance and cleanliness
Registration Intern:

- Work with organizing and maintaining object files for works in the Permanent Collection.
- Participate in condition reporting objects from the Permanent Collection in preparation for loan.
- Maintain registration forms and data logs.
- Assist with inventory and associated projects.
- Offer support during installation of works in small gallery rotations when necessary.
- Assist with gallery and vault maintenance and cleanliness.