

Intern Position for Collections & Exhibitions

Curatorial Intern

Schedule: 2–5 days/week, Monday–Friday, 9am–5pm (minimum 8 hours per week)

Dates required: Variable, but no more than 3 months (12 weeks)

Compensation: Unpaid

Description

Reports to Curator of Collections and Exhibitions. Duties include conducting research on permanent collection and objects on loan; writing labels and audio guides for objects; organizing and filing information; as well as daily tasks relating to the collection.

Qualifications/Skills

- Currently enrolled student in good standing, working toward B.A. (junior or senior-level preferred) or M.A. in Art History, Museum Studies, or related field
- Excellent research and writing skills and familiarity with databases
- Must be able to follow detailed instructions
- A professional demeanor and appearance

Application deadlines:

- Fall 2019: August 9, 2019
- Winter 2020: December 6, 2019
- Summer 2020: April 3, 2020

After deadline is passed, qualified applicants will be contacted for an in-person interview.

Please e-mail application and resume to:

Tracee J. Glab

Curator of Collections and Exhibitions

Flint Institute of Arts

tglab@flintarts.org

****NO PHONE CALLS PLEASE****

FIA Internship Application: Collections and Exhibitions Department

Date:				
Name:				
School:				
Address:				
E-mail address:			Telephone:	
Are you requesting that your college grant you credit hours for your internship? If yes, how many hours are required?				
Dates available to perform internship:				
Hours / schedule:				
M T W Th F Time: _____ Total Hours: _____				
Education	Name & Location	Degree & Date	Major & Level	GPA
High School				
College				
Why would you like to work at the FIA as an intern?				
I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.				
Name: _____ Date: _____				