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

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<tr>
<th>Name &amp; Location</th>
<th>Degree &amp; Date</th>
<th>Major &amp; Level</th>
<th>GPA</th>
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<tbody>
<tr>
<td>High School</td>
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<td>College</td>
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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: __________________________