Intern Position for Collections & Exhibitions

Curatorial Intern
This internship will be virtual, with some in-person visits to the FIA required. Student will be required to use his/her own computer and internet provider for remote work. 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 may include conducting research on permanent collection and objects on loan; writing labels and audio guides for objects; 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 2021: August 9
Winter 2022: December 6
After deadline is passed, qualified applicants will be contacted for a virtual 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

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<td>Name:</td>
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<td>School:</td>
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| 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: ________ |

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<tr>
<th>Education</th>
<th>Name &amp; Location</th>
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**Why would you like to work at the FIA as an intern?**

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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: ______________________