

Intern Position for Collections & Exhibitions

Curatorial Intern

Please note due to Covid-19, this Winter 2021 internship will be virtual, with only one or two 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 deadline:

December 11, 2020

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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|---|-----------------|---------------|---------------|-----|
| 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: _____ | | | | |