



Museum Studies Intern - Spring 2017

Position Information

Employer:

Exhibits Development Group

Division:

N/A

Title:

Museum Studies Intern - Spring 2017

Description:

Location: 141 East 4th Street, Suite 103, Saint Paul, MN 55101
 Remuneration: Unpaid 3 month internship. Reimbursement for Parking and Bus Fare.
 Schedule: 2-3 days a week (12-20 hours)

Description: Exhibits Development Group (EDG) is committed to initiating and promoting international cultural and intellectual exchange by bringing high-quality traveling exhibitions of art, science, and history to a broad and diverse audience. EDG is dedicated to the development, production, marketing, and distribution of traveling museum exhibitions, cultural projects, and corporate collections. EDG brings traveling art and cultural exhibitions of any scale to international viability and success. Our staff has developed a solid reputation in museums and cultural institutions throughout the world where we offer a suite of exhibition-related services to supplement and complement existing programs and resources. EDG was established to assist national and international museums and exhibition organizers with the placement of traveling exhibitions and the enhancement of their exhibition programs.

The Museum Studies Intern will work directly with EDG's curatorial and development mentors who have over 40 years of cumulative experience working in the field, creating an internship program that has produced over 25 emerging museum professionals into the job market with marketable skills and renewed confidence. Interns will interface with museum directors, curators, exhibition planning departments, suppliers, partners, lenders and clients in the exhibition realm. Therefore, candidates must display a professional demeanor. Relaxed business dress is expected. Hours are flexible and can be arranged according to a student's academic schedule. The internship experience will help to advance the candidate's skills through tasks including but not limited to:

- General support to exhibition development team including, but not limited to:
 - o Research and writing in relation to:
 - exhibitions in development;
 - exhibitions in research & feasibility stage
 - future exhibition concepts
 - Support to curatorial department including, but not limited to:
 - o Research, write, and edit material for brochures, catalogs, e-newsletters, etc.
 - Using EDG's database, research and report on potential venues appropriate to host a specific exhibition

Upon successful completion of EDG's internship program, you will have a usable and universally relevant entry on your CV, a letter of

How To Apply



Requested Documents:

- Resume
- Cover Letter

Important Dates



Posted On:

Aug 23, 2016

Applications Accepted Until:

Dec 15, 2016

Default Email For Resumes



internships@exhibitsdevelopment.com

Contact Information

Employer: Exhibits Development Group
Name: Ivy Johnson
Title: Exhibits Development Group
E-mail: internships@exhibitsdevelopment.com
Website: http://exhibitsdevelopment.com
Phone: 6512221121
Address: 141 East 4th Street Suite #103
 Saint Paul, MN
 55102 United States

recommendation from your mentor, evolved confidence in high level business-to-business interaction, and a selection of vital references to help you transition into the next phase of your life.

Location:**Location #1**

Nationwide
no
City
St. Paul
State/Province
Minnesota
Country
United States

Position Type:

Unpaid, Internship


Desired Major(s):

Art and Art History, History, Art (History)

Desired Class Level(s):

Sophomore, Junior, Senior

Salary Level:

Not Available 

Job Function:

Arts Administration, Museum, Library

Desired Start Date:

January 13, 2017

Approximate Hours Per Week:

12-20

Travel Percentage:

No Travel

Qualifications:

Qualifications:

- Junior or Senior undergraduate (sophomores may be considered if appropriate criteria is met)
- Major in Business/Management, Art/Art History, Museum Studies, and/or Exhibit Design.
- Candidate must have exceptional written and verbal communication skills
- Must be proficient with Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Strong computer knowledge and organizational skills
- Must have a positive/ambitious attitude