

Curatorial Intern - Summer 2017

POSITION INFORMATION

Employer Minnesota Museum of American Art

Division N/A

Title Curatorial Intern - Summer 2017

Description The Minnesota Museum of American Art (the M) offers interns unique opportunities to develop new skills, refine existing ones, and contribute to the operation and success of a growing, dynamic museum. The M is accepting applications for a Curatorial Internship. The position is approximately 3 months long.
Duties and Responsibilities Include:
 - Research upcoming exhibitions and create exhibition deadline calendars.
 - Create and maintain departmental files. ? Assist with de-install/install of exhibitions including loan agreements, communications, and gallery prep.
 - Draft label copy and prepare for printing.
 - Schedule exhibition tours and record visitor demographics.
 - Assist with administrative tasks in addition to those within their department as required or assigned.
 - Attendance at some evening events required.

Hours: 20 hrs/wk

Location

LOCATION

Nationwide
no

City
Minneapolis

State/Province
Minnesota

Country
United States

Position Type Part Time, Paid, Internship

Salary Level stipend \$300 📊

Job Function Arts Administration, Museum, Library

Qualifications
 - BA, BFA, or equivalent. Fine Art or Art History major preferred.
 - Have strong knowledge of Minnesota's artist community, American art, and experience with arts organizations.
 - Demonstrate an ability to conduct in-depth research and

▼ HOW TO APPLY

Submit cover letter, resume, and three names of references via email to Jennifer Hensley, Director of Operations at jhensley@mmaa.org. Please do not submit any additional materials by mail or in person.
Application Deadline: May 15, 2017

Applications accepted via:
 Other

▼ IMPORTANT DATES

Posted On:
 Apr 25, 2017

Applications Accepted Until:
 May 15, 2017

▼ CONTACT INFORMATION

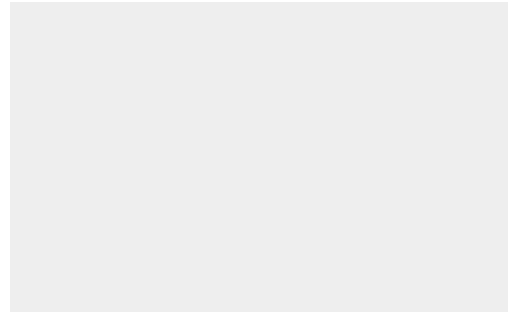
Employer Minnesota Museum of American Art

Name Johanna Lorbach

E-mail jlorbach@mmaa.org

administrative tasks.

- Have strong verbal and written skills, including social media platforms.
- Demonstrate an ability to work independently and have strong organizational skills.
- Knowledge of PC & Mac computer, Adobe Creative Suite, Microsoft Word & - Excel software, phone/fax/scanner/copy machine.



Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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