

Announcement of Internship Fall Semester 2010

Title: Curatorial Intern, Works on Paper Study

Reports to: Associate Curator

Department: Curatorial – Works on Paper Study
Grand Rapids Art Museum
101 Monroe Center
Grand Rapids, MI 49503

Time required: 10 – 15 hours per week.

Length of Internship: 15 weeks, late August through December, exact dates to be determined.

Job Responsibilities: The Works on Paper Study Room intern will assist the curator in researching the collection and with exhibition projects as needed. The intern will also assist the Study Room Attendants with greeting visitors.

Requirements: Art History, Art Education, Fine/Studio Art, or Museum Studies majors at the Junior or Senior levels are preferred. Candidates must have strong organizational and research skills, excellent written and oral communication skills, an aptitude for detail, ability to work independently, and proficiency in Microsoft Office software.

Compensation: Internships are **unpaid**; however, students may receive academic credit. Students are responsible for making arrangements with their schools to receive credit for internships.

Application Deadline: August 1, 2010

To Apply: Please submit a resume, cover letter, short writing sample, and one letter of recommendation from a professor or previous employer to the Education Department by email at jboot@artmuseumgr.org or by postal mail:

Grand Rapids Art Museum
Education Department
Attn: Jean Allemeier Boot
101 Monroe Center
Grand Rapids, MI 49503