

Curatorial Internship – Fall/Winter 2019

Description: The Grand Rapids Art Museum's Curatorial Department is responsible for the regular rotation of the permanent collection galleries as well as the organization and installation of a number of special exhibitions throughout the year. The department is seeking an unpaid intern to assist with various aspects of exhibition preparation and related research. Interns may work on art and artist research, write label copy or texts for our website, and help prepare checklists and other exhibition or publication related material. The intern will work closely with the Chief Curator, Assistant Curator, Lead Preparator, and Registrar as well as team members from a range of other museum departments including Communications, Learning and Creativity, and Advancement.

Length of Internship: Minimum four-month commitment. Monday–Friday, 20 hours per week, schedule negotiable.

Under the supervision of the Chief Curator and Assistant Curator, the intern will be responsible for:

- Carrying out research for objects in GRAM's permanent collection and upcoming exhibitions
- Gathering and organizing exhibition resources such as checklists, labels, images, and credit lines
- Communicating with exhibiting artists on exhibition logistics, events, and schedules
- Responding to inquiries from the public regarding GRAM's collection and exhibition program, including offers of gifts or sales
- Participating in Curatorial Department meetings and regular exhibition planning meetings
- Assisting with administrative tasks such as budget tracking, invoices, scheduling, and more

Requirements:

- Excellent verbal and written communication skills
- Ability to work independently, thoroughly, and with attention to detail
- Familiarity with art and interest in working with living artists
- Current students at the junior or senior level, graduate students, or recent graduates with relevant coursework in Art History, Museum Studies, or Arts Administration.

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

Internship Benefits Include:

- Free admission to the museum
- Free parking
- Invitations to special events and members-only previews
- Participation in educational programs
- Behind-the-scenes museum tours, including curatorial walkthroughs of new exhibitions
- Use of the GRAM Library

Application Requirements: Please submit a resume and cover letter to Maria Davis, Director of Human Resources, at intern@artmuseumgr.org or by postal mail:

Grand Rapids Art Museum
Attn: Director of Human Resources
101 Monroe Center
Grand Rapids, MI 49503