

Updated March 2018

## Racine Art Museum Association, Inc. Job Description

**Position Title:** Administrative Intern

**Department:** Exhibitions and Collections

**Status:** Paid Internship 10-15 hours per week, minimum wage

**Reports to:** Administrative Assistant to the Executive Director and Curator of Collections

**General Summary of Position:** This position assists the Administrative Assistant to the Executive Director and Curator of Collections with clerical and organizational tasks related to the Racine Art Museum (RAM's) exhibitions, permanent collection, and special museum projects as assigned.

### Principal Job Functions:

1. Assisting with tasks related to exhibitions and the permanent collection such as:
  - Organizing and filing artist data in RAM's biographical files
  - Maintaining organization of print media
  - Generating donor labels for library books
  - Greeting guests in the galleries when needed
  - Researching artists in the permanent collection and in general
2. Assisting with additional projects such as:
  - Membership mailings
  - Assisting with staff coverage at museum special events
  - Other duties as assigned

### Required Knowledge and Skills:

- Personal computer skills to organize and maintain information in a variety of formats and media, in order to assist with both electronic and paper files
- The ability to communicate effectively and efficiently with staff, artists, and visitors
- The ability to adhere to deadlines and time constraints
- The ability to work with a team, ask questions, provide support, and be proactive
- Flexibility in scheduling—some weekend and evening hours are required to staff museum events
- Strong oral/ written communication skills, organizational abilities, and customer service focus
- Outgoing personality with strong communication skills and ability to multi-task
- Ability to adapt to frequent changes of tasks and interruptions

### Education and Experience:

Interns must be majoring in art (Studio, Art History, Art Education, etc.) at the undergraduate, graduate, or post graduate levels. High school seniors, who are accepted into a college or university fine art program, are also eligible to apply for the summer following their high school graduation.

### Work/Study Students:

Work/study students are welcome to apply.

**Send:** Cover Letter, Resume, List of 3 Professional References with their contact information via email to: Curatorial Assistant Liz Siercks at [lsiercks@ramart.org](mailto:lsiercks@ramart.org) or via mail to: Liz Siercks, RAM, PO Box 187, Racine, WI 53403

For more information please contact Liz Siercks or view the RAM employment site:

<http://www.ramart.org/employment-opportunities>