

Racine Art Museum Association, Inc. Job Description

Position: Exhibitions Curatorial Research Assistant Intern

Department: Exhibitions

Status: Unpaid or through University for pay or credit

Reports to: Curatorial Assistant

General Summary of Position:

This position assists the Exhibition Department with artist research, cataloging, and preparing exhibitions.

Principal Job Functions-Assisting the Preparators:

1. **Assisting the Curator of Exhibitions with research**
 - Researching artists and objects intended for the upcoming exhibitions

2. **Assisting the Registrar and Curatorial Assistant with cataloging**
 - Creating accurate checklists of objects
 - Filling in informational gaps in object files
 - Locating missing artist information
 - Aiding in the distribution of rights and reproduction letters

Required Knowledge and Skills:

- 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.
- Ability to interact with the public as well as colleagues
- Knowledge of databases and proficiency in Microsoft Office, preferred
- An art degree / experience working in a museum preferred

Education and Experience:

Post high school studies and interest or experience in exhibition spaces, display venues, historical/art museums or galleries.

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: Michelle Ortwein, mortwein@ramart.org or via mail to: Michelle Ortwein, Volunteer Coordinator, RAM, PO Box 187, Racine, WI 53403

For more information please contact Michelle Ortwein or view the RAM internship site:

<http://www.ramart.org/internships-ram>

Updated August 2017