



Racine Art Museum, Inc. Job Description

Position Title: Collections Intern

Department: Exhibitions and Collections

Compensation: \$9/hour

Time Frame: 10 hours/week for 15 weeks (January to May; June to August; September to December)

Status: Part Time, Temporary, Hourly, Non-Exempt

Reports to: Registrar/Collections Manager

Direct Reports: N/A

The Racine Art Museum Association's (RAMA's) two-campus organization consists of the Racine Art Museum (RAM) and the Charles A. Wustum Museum of Fine Arts (Wustum). Located on the shores of Lake Michigan, RAM opened in May 2003 and is an outgrowth of the 85-year-old Wustum. It has become a popular destination for the 11 million residents of the Chicago-Milwaukee corridor and visitors from across the US and beyond. RAMA operates both locations, using Wustum as its visual education center and the downtown campus, RAM, as home to its internationally recognized exhibitions of contemporary crafts. RAM holds the largest collection of contemporary craft art (ceramics, wood, glass, fiber, metal, and art jewelry) in the United States. RAMA's programs enhance rather than duplicate those offered by larger museums to the north and south. RAMA has been considered a leader in providing high quality arts education to people of all ages since the 1940s. Today, Wustum houses one of the largest studio arts education programs of any museum in Wisconsin. The museums are accredited by the American Association of Museums, Washington, DC—only 3% of US museums have this distinction.

RAM is seeking a candidate that is enthusiastic, team oriented, and proactive with the ability to work creatively and independently to join our small, dedicated, collaborative team.

General Summary of Position:

This position supports the Registrar/Collections Manager with the care and maintenance of the collection. Principal Job functions would include assisting in inventory, cataloging, assisting in collections records and other projects as assigned based on priority needs. This opportunity is for students who are interested in gaining practical working knowledge in the area of registration and collections management.

This position will take place primarily at the RAM campus; but may be involved in tasks at off-site art storage locations as well as the Wustum campus, accompanied by the Registrar.



Principal Job Functions:

- **Assist in maintenance of collection records and databases.**
 - Assist in updating and inputting information to collection records in the collection databases.
 - Organizing and filing paperwork relating to objects.
 - Assist in related paperwork relating to loans and exhibitions, including previous loaned paperwork.
- **Assist in Inventory**
 - Assist in moving packed/unpacked work.
 - Assist in recording and cataloging information pertaining to moving artwork.
 - Assist in evaluation of condition of artwork.
- **Work as a team with the Registrar Assistant on various collections-based projects.**

Required Knowledge and Skills:

- Adhere to deadlines and time constraints.
- Work with a team, ask questions, provide support and be proactive.
- Provide attention to detail and problem solving.
- Interact with the public as well as colleagues.
- Knowledge of databases and proficiency in Microsoft Office, preferred.
- Art Handling experience preferred.

Education and Experience:

Graduate or upper-level undergraduates studying art history, museum studies, fine arts and/or related fields. Graduate student preferred.

Physical Requirements and Working Conditions:

Must be able to lift and carry up to 35 pounds.

Note: The job description above is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be construed as an exhaustive list of the exclusive standards, responsibilities, duties or skills required. Incumbents will follow any other instructions, and perform other related duties, as may be required.

Equal Opportunity:

RAMA complies with all Federal and State anti-discrimination statutes and does not discriminate for any reasons outlined in Federal or State law.



This policy will be in effect in all hiring situations for full-time as well as part-time employees, temporary part-time employees, educational instructors, interns and for the volunteers who enhance staff functions.

Mail or email cover letter, resume, and three references to:

Valerie Vespalec, Registrar and Collections Manager
Racine Art Museum
PO Box 187
441 Main Street
Racine, WI 53403
vvespalec@ramart.org

No phone calls, please