

Racine Art Museum Job Posting

Position Title: Collections Intern

Date: 8-26

Department: Exhibitions and Collections

Compensation: \$9/hour

Time Frame: 10 hours/week for 15 weeks; September to December

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

Reports to: Registrar/Collections Manager

Direct Reports: N/A

About the Racine Art Museum:

Racine Art Museum (RAM) is an accredited, two-campus museum in Racine, Wisconsin—a historic community along Lake Michigan. Working at the intersection of contemporary art, craft, design, and community making, RAM holds the largest contemporary craft collection in North America and is nationally recognized for its exhibitions, studio art program, and multidisciplinary initiatives.

Summary of Position:

This position supports the Registrar/Collections Manager with the care and maintenance of the collection. Principal Job functions would include recording and cataloging collections artwork information; assisting in conducting inventories of the collection; assisting with moving and packing artwork; assisting with organizing and filing collection artwork, exhibition record, and artist biographical files; 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 RAM Downtown; but may be involved in tasks at off-site art storage locations as well as at RAM Wustum, accompanied by the Registrar.

Principal Job Functions:

- Assist with recording and cataloging collections artwork information.
- Assist in conducting inventories of the collection.
- Assist in moving and packing artwork.
- Assist in organizing and filing collection artwork, exhibition record, and artist biographical files.
- 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:

RAM 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:

Katelyn Mitchell, Associate Curator
Racine Art Museum
PO Box 187
441 Main Street
Racine, WI 53403
kmitchell@ramart.org

No phone calls, please