

Updated July 2018

## **Racine Art Museum Association, Inc. Job Description**

**Position:** Exhibitions 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 Curatorial Assistant with research**
  - Researching artists and objects intended for the upcoming exhibitions
  
- 2. Assisting the Registrar and our Art Preparators with installation and collection care**
  - Checking accuracy of object files using FileMaker
  - Aiding in the distribution of rights and reproduction letters
  - Assisting with collections care
  - Assisting with exhibition installation

### **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: Curatorial Assistant [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 internship site:

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