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 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