# Curatorial Intern - Summer 2017

## Position Information

**Employer**  
Minnesota Museum of American Art

**Division**  
N/A

**Title**  
Curatorial Intern - Summer 2017

**Description**  
The Minnesota Museum of American Art (the M) offers interns unique opportunities to develop new skills, refine existing ones, and contribute to the operation and success of a growing, dynamic museum. The M is accepting applications for a Curatorial Internship. The position is approximately 3 months long.

Duties and Responsibilities Include:
- Research upcoming exhibitions and create exhibition deadline calendars.
- Create and maintain departmental files. Assist with de-install/install of exhibitions including loan agreements, communications, and gallery prep.
- Draft label copy and prepare for printing.
- Schedule exhibition tours and record visitor demographics.
- Assist with administrative tasks in addition to those within their department as required or assigned.
- Attendance at some evening events required.

**Hours:** 20 hrs/wk

## Location

**Location**
- Nationwide
  - no
- City  
  - Minneapolis
- State/Province  
  - Minnesota
- Country  
  - United States

## Position Type

**Position Type**  
Part Time, Paid, Internship

## Salary Level

**Salary Level**  
stipend $300

## Job Function

**Job Function**  
Arts Administration, Museum, Library

## Qualifications

**Qualifications**  
- BA, BFA, or equivalent. Fine Art or Art History major preferred.
- Have strong knowledge of Minnesota's artist community, American art, and experience with arts organizations.
- Demonstrate an ability to conduct in-depth research and
- Have strong verbal and written skills, including social media platforms.
- Demonstrate an ability to work independently and have strong organizational skills.
- Knowledge of PC & Mac computer, Adobe Creative Suite, Microsoft Word & Excel software, phone/fax/scanner/copy machine.