



## Museum Studies Intern - Summer/Fall 2016

### Position Information

#### Employer:

Exhibits Development Group

#### Division:

N/A

#### Title:

Museum Studies Intern - Summer/Fall 2016

#### Description:

Exhibits Development Group (EDG) is committed to initiating and promoting international cultural and intellectual exchange by bringing high-quality traveling exhibitions of art, science, and history to a broad and diverse audience. EDG is dedicated to the development, production, marketing, and distribution of traveling museum exhibitions, cultural projects, and corporate collections. EDG brings traveling art and cultural exhibitions of any scale to international viability and success. Our staff has developed a solid reputation in museums and cultural institutions throughout the world where we offer a suite of exhibition-related services to supplement and complement existing programs and resources. EDG was established to assist national and international museums and exhibition organizers with the placement of traveling exhibitions and the enhancement of their exhibition programs.

The Museum Studies Intern will work directly with EDG's curatorial and development mentors who have over 40 years of cumulative experience working in the field, creating an internship program that has produced over 25 emerging museum professionals into the job market with marketable skills and renewed confidence. Interns will interface with museum directors, curators, exhibition planning departments, suppliers, partners, lenders and clients in the exhibition realm. Therefore, candidates must display a professional demeanor. Relaxed business dress is expected. Hours are flexible and can be arranged according to a student's academic schedule.

The internship experience will help to advance the candidate's skills through tasks including but not limited to:

- General support to exhibition development team including, but not limited to:
  - Research and writing in relation to:
    - exhibitions in development;
    - exhibitions in research & feasibility stage
    - future exhibition concepts
  - Support to curatorial department including, but not limited to:
    - Research, write, and edit material for brochures, catalogs, e-newsletters, etc.
    - Using EDG's database, research and report on potential venues appropriate to host a specific exhibition

### How To Apply



#### Requested Documents:

- Resume
- Cover Letter

### Important Dates



#### Posted On:

January 01, 2016

#### Applications Accepted Until:

January 01, 2017

### Default Email For Resumes



kevinl@exhibitsdevelopment.com

### Contact Information

**Employer:** Exhibits Development Group

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St. Paul, MN  
55101 United States

**Location:****Location #1**

Nation Wide  
no  
City  
Saint Paul  
State/Province  
Minnesota  
Country  
United States

**Position Type:**

Part Time, Unpaid, Internship

**Desired Major(s):**

All Majors


**Desired Class Level(s):**

Junior, Senior

**Work Authorization:**

Permanent Resident (U.S.), U.S. Citizen, F1 Visa, H1 Visa -  
Employment, J1 Visa - Student

**Salary Level:**

Unpaid 

**Job Function:**

Arts Administration, Museum, Library

**Desired Start Date:**

June 1, 2016

**Duration:**

three months

**Approximate Hours Per Week:**

12 - 20 hrs

**Travel Percentage:**

No Travel

**Qualifications:**

- Junior or Senior undergraduate (sophomores may be considered if appropriate criteria is met)
- Major in Business/Management, Art/Art History, Museum Studies, and/or Exhibit Design.
- Candidate must have exceptional written and verbal communication skills
- Must be proficient with Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Strong computer knowledge and organizational skills
- Must have a positive/ambitious attitude