

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Curatorial Intern, Prints & Drawings
Academic Level:	Graduate or Undergraduate
Supervisor:	Dena Woodall, Associate Curator, Prints & Drawings, and Laura Minton, Curatorial Assistant, Prints & Drawings
Department:	Curatorial, Prints & Drawings
Dates of Internship/Fellowship Term:	June 11-August 17, 2018

Project Overview:

- The Intern will assist in all aspects of operations in the Department of Prints & Drawings. The Intern will participate in various stages of exhibitions planning including creating checklists, conducting research, writing and editing didactic material, and design and installation. The Intern will also do independent research about works on paper in the Department of Prints and Drawings; assist in maintaining the department's object and artist files; updating information on the department's web page on the MFAH web site; and, updating information about works on paper which will be visible on the online catalogue.

Learning Goals and Objectives:

- This internship will provide invaluable practical experience to an individual interested in a career at an art museum, including training in art historical research and writing, art handling, storage procedures, and The Museum System (TMS), a collection management database. The Intern will work in the MFAH's Works on Paper Study Center, the only facility of its kind in the American Southwest, and will work closely with the center's staff.

Skills, Knowledge and Abilities:

- Student currently enrolled in a graduate or undergraduate degree program at an accredited four-year college/university in art history (strongly preferred) or related discipline
- Reading knowledge French, German, Italian or Spanish preferred
- Strong research, organizational, writing/editing
- Working knowledge of Microsoft Office
- Able to work independently and collaboratively
- Pleasant, professional manner when interacting with staff and the public (as necessary)
- An interest or experience with works on paper is preferred

Education and Eligibility

- Graduate level (preferred): Students currently enrolled in a graduate program or who recently completed (within one year) a Master's degree or Ph.D. are eligible for this opportunity.
- Undergraduate level: Students currently enrolled in an undergraduate program or who

MFAH Internship/Fellowship Description

recently completed (within one year) a Bachelor's degree are eligible for this opportunity.

Anticipated Schedule:

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 11 and should be completed by Friday, August 17, 2018. *If necessary, hours/days missed can be made up by Friday, August 24, 2018.*
- Monday through Friday, 9 to 5 pm (with hour-long lunch).
- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Interns and fellows have the opportunity to participate in professional development sessions organized by staff in the Department of Learning and Interpretation during the first week of the summer term and during regular "brown bag" lunches scheduled throughout the summer. During these professional development opportunities, MFAH interns and fellows convene to learn about different aspects of museum careers and the MFAH's operations.

Unpaid/Academic Credit Internship:

- **Academic Credit:** Students wishing to earn academic credit do not qualify for a stipend and are responsible for ensuring all necessary paperwork is complete with your college/university. If MFAH personnel (University Programs Specialist and/or Intern/Fellow Supervisor) must complete paperwork (verify time-logs, evaluation, etc.), it is your responsibility to bring the paperwork to the MFAH's attention. Additionally, your college/university may have fewer or greater requirements for academic credit. If fewer requirements, you acknowledge the need to abide by the MFAH's requirements. If greater requirements, you acknowledge the need to inform the MFAH, and you understand the MFAH may or may not guarantee compliance with requirements of other institutions.
- **Unpaid Internship:** By agreeing to an unpaid internship, you acknowledge the internship will not constitute employment and no stipend will be provided.

Application Instructions and Deadline:

Please submit the following materials to interns@mfah.org.

- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé/CV
- Writing sample (20-page limit including bibliography, images, and appendices)

When submitting application materials, please include the name of the internship or fellowship, in the subject line of your email. The deadline for applications for the MFAH Summer 2018 Internship and Fellowship program is **Friday, March 16, 2018**.