

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Curatorial Intern, Prints & Drawings
Academic Level:	Graduate or Undergraduate
Supervisor:	Dena Woodall/Laura Minton
Department:	Curatorial, Prints & Drawings
Dates of Internship/Fellowship Term:	June 3-August 9, 2019

Project Overview:

- The Department of Prints & Drawings is offering the opportunity to work on two upcoming exhibitions that will be presented in the newly-constructed Nancy and Rich Kinder Building, slated to open in fall 2020. The first exhibition will feature a selection of significant highlights from the modern and contemporary holdings of the Department of Prints & Drawings. The second exhibition, *REMIX*, will explore the artwork of modern and contemporary artists who appropriate, emulate, or copy the work and techniques of old master artists. The Intern will assist with researching objects for these installations and contribute to the interpretive materials for both exhibitions.
- The intern will plan and execute four interactive tours on early American prints and printmaking techniques for middle school students attending the Bayou Bend Summer History Camp.
- The Intern will conduct provenance research on objects in the Department to update entries in TMS and in curatorial files.
- The Intern will also assist in all aspects of department operations. 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 & 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

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- 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

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

Anticipated Schedule:

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 3 and should be completed by Friday, August 9, 2019. *If necessary, hours/days missed can be made up by Friday, August 23, 2019.*
- 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.

Academic Credit Internship (no stipend):

- **Academic Credit:** Students wishing to earn academic credit 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.
- This internship opportunity does NOT provide a stipend, and 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@mfa.org.

- Application Form
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé/CV

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- Additional materials requested
 - Writing sample (10-page limit)

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 2019 Internship and Fellowship program is **Monday, March 25, 2019**.