MFAH Internship/Fellowship Description

Supervisors: Mari Carmen Ramírez, Wortham Curator of Latin American Art and Director, International Center for the Arts of the Americas / Rachel Mohl, Assistant Curator, Latin American and Latino Art

Department: Curatorial, Latin American Art

Dates of Internship/Fellowship Term: Summer 2020: June 1–August 7, 2020

Academic Level: Graduate

Stipend Award: $4,900 for the 10-week summer term full time (350 hours)

Project Overview

The internship/fellowship will be engaged in the following project(s) that have identified as meaningful professional learning opportunities:

- The intern will assist in preparing for upcoming exhibitions and gain hands-on experience with preparing and coordinating upcoming installation of the Kinder Building. Responsibilities in this area include:
  - Gathering research on artists and objects.
  - Working with various departments, such as Conservation, Publications, Design, Registrar’s Office, and Preparations, to plan and install the collection.
  - Writing and placing chat and tombstone labels.
  - Working with the installation maquette to determine the layout of objects.
  - Consideration and implementation of exhibition programming and artist events.

- The intern will gain an in-depth knowledge of the Latin American art collection by:
  - Researching and writing about objects in the collection.
  - Updating and organizing object and artist files.
  - Gathering exhibition history, provenance, and other information for the Collections website.
  - Assisting with investigation for recent and potential accessions.

- The intern will work with The Museum System (TMS) to update and standardize collection information.

- The intern will work with supervisors to select a summer research project that complements the intern’s interests and aligns with departmental objectives.

Learning Goals and Objectives

The project described above will provide the intern/fellow with the opportunity to develop the following skills and proficiencies through this professional learning experience:

- Expand knowledge of Latin American art and contemporary issues facing the field.
- Gain insight into exhibition development and the logistical management of exhibition installation.
- Develop strong research and writing abilities.
- Gain experience with collection building and management.
MFAH Internship/Fellowship Description

- Understand day-to-day operations in a curatorial department.
- Cultivate time-management skills and the ability to pursue several projects simultaneously.

Skills, Knowledge, and Abilities

The following skills, knowledge, and abilities would be applicable to the internship/fellowship projects and learning goals of this opportunity:

- Knowledge of Latin American art from 1900 to the present.
- Broad knowledge of 20th-century and contemporary art.
- Attention to detail and good organization skills.
- The ability to multi-task.
- Computer and word processing experience (PC Word, Power Point, and Excel).
- Proficiency in Spanish and/or Portuguese desirable.
- An enthusiasm for the museum profession and the ability to work collaboratively and to approach a broad range of tasks with a positive outlook.

Education and Eligibility

The following education level is required for eligibility 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 number of hours per week and the preferred days of the week and times for the internship and fellowship are outlined below:

- The regular work week will be business hours, Monday–Friday. The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 1, and should be completed by Friday, August 7, 2020. If necessary, hours/days missed can be made up by Friday, August 21, 2020.
- Orientations: The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Professional Development programs: MFAH interns and fellows have the opportunity to learn about different aspects of museum careers and the MFAH’s operations. In particular, interns and fellows during the summer term have the opportunity to participate in professional development sessions organized by staff in the department of Learning and Interpretation. Fall and spring term interns and fellows have individualized professional development opportunities based on their academic schedules and identified learning goals. Interns and fellows are invited to participate in a range of MFAH activities and events in addition to their projects as their schedules permit.

Application Instructions and Deadline

Submit the following materials:

- Online Application Form [here](#)
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
MFAH Internship/Fellowship Description

- Résumé/CV
- Writing sample (maximum 10 pages)
- References

Submit all additional application materials via email: interns@mfah.org

- Include the name of the internship or fellowship in the subject line of your email.
- The deadline for applications for the MFAH Summer 2020 Internship & Fellowship program is Monday, March 23, 2020.