

# *MFAH Internship/Fellowship Description*

Intern/Fellow Title:	Curatorial Intern
Academic Level:	Undergraduate
Supervisor:	Misty Flores, Curatorial Assistant, Rienzi
Department:	Rienzi
Dates of Internship/Fellowship Term:	June 11-August 17, 2018

## *Project Overview:*

- In anticipation of the upcoming exhibition at Rienzi in spring 2019 focusing on the founders of the Rienzi collection and their interest and support of musical and theatrical productions, the summer internship will be dedicated to extensive archival research, writing, and examinations of ephemera in the department's collection both in the museum and Rice University archives.
- Additional tasks may include assistance with exhibition preparation for the fall 2018 exhibition.

## *Learning Goals and Objectives:*

- Through the research and examination of ephemera and artworks, this summer intern will have a unique interdisciplinary opportunity to fine-tune various skills, such as archival and collections research and communication, which can then be related to academic and professional goals.
- This internship will provide an opportunity for a student to learn about patronage and the role house museums play within the context of a large scale museum.

## *Skills, Knowledge and Abilities:*

- Students applying for this position must demonstrate excellent research and writing skills and general knowledge or interest in decorative arts, art history and material culture.
- (S)he also should have familiarity with Microsoft Office.

## *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.

## *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).

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- 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@mfa.org](mailto:interns@mfa.org).

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

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**.