

## Internship Announcement

### Position: Exhibit Design Intern, Summer 2019

**Hours and Compensation:** MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill at least 20 hours per week.

**Purpose and Goals:** MIM seeks an intern to assist in planning, designing, and installing exhibitions from conceptualization to implementation. This position is responsible for tracking and implementing aspects of the exhibit design process. The Exhibit Design intern reports to the Exhibits Manager and is part of the Curatorial and Collections team.

#### Responsibilities:

- Designs exhibit layouts for permanent displays with a clear, coherent, and unified visual presentation.
- Produces measured drawings and instructions for exhibit fabrication, mount production, and installation.
- Collaborates with curators, registrars, conservators, and preparator team members to integrate design and content into a cohesive exhibit for museum guests.
- Prepares, maintains, and updates two-dimensional drawings.
- Participates in Design Review Meetings (DRMs) and assists with the documentation and organizing of DRM photos.
- Prepares drawings for curatorial, conservation, and design review.
- Produces mount packages and drawings to disseminate to collections team members for installation purposes.
- Produces exhibit components including object labels, graphic rails, and AV labels.
- Assists in uploading drawings to TMS (The Museum System) and Piction databases as needed.
- Assists with other duties and projects as needed.

**Qualifications:**

- Current student enrolled in an accredited degree program, or a recent college graduate
- Self-starter demonstrating initiative, flexibility, and resourcefulness
- Able to work both independently and with supervision
- Knowledge of graphic and interior design principles, and production techniques
- Experience in the various stages of the design process, including conceptualization, design development, and construction documents
- Highly organized and efficient, with the ability to prioritize multiple projects and design tasks in a deadline-driven environment
- Thorough in documenting work and tracking progress with precision and detail
- Proficiency in Adobe Creative Suite and AutoCAD
- Knowledge of SketchUp is a plus
- Sketching and hand-rendering skills are a plus
- Ability to work with curators in designing displays that are true to the intent of the artifacts
- Must excel in a team environment

**Educational Objectives:**

- Gain professional design experience at a world-class nonprofit organization
- Become familiar with nonprofit, specifically museum, administration practices
- Improve design and communication skills

For more information please visit our website at MIM.org

Qualified candidates should submit a resume, cover letter, and portfolio.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101\\_000001&jobId=253488&source=CC3&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=253488&source=CC3&lang=en_US)