

Internship Announcement

Position: **Curatorial Intern, Spring 2021**

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 approximately twenty hours per week.

Purpose and Goals: MIM seeks an intern to assist in the data clean-up of the electronic Curatorial folder and physical Registration documents. This position is responsible for documenting, organizing, and archiving label text that is currently or previously used for display. They will also be responsible for scanning and uploading physical documents into the Registration electronic folder. The Curatorial Intern reports to the Deputy Director and Chief Curator and is part of the Curatorial and Collections team.

Duties and Responsibilities:

- Assess the current label text against what is on display and create new documentation to current standards
- Archive and organize text that is no longer used
- Pull files from Registration and scan all documents
- Organize documents into the electronic Registration folders
- Assist 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
- Well organized and able to manage details efficiently
- Able to work effectively in a fast-paced environment with multiple priorities and deadlines
- Thorough in documenting work and tracking progress with precision and detail
- Must excel in a team environment

Educational Objectives:

- Gain professional experience at a world-class nonprofit organization
- Gain experience with Curatorial writing and thought process as well as Registration documentation processes
- Become familiar with nonprofit, specifically museum, administration practices

For more information please visit our website at MIM.org

Qualified candidates should submit a resume and cover letter via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=396690&source=CC2&lang=en_US