

Internship Position Description

Internship Position Title: Art Storage Organization Assistant

Supervisor: Collections Manager

Schedule:

Shifts are flexible and can be planned around the intern's schedule Tuesday-Friday between 9:30-5pm, about 16 hours per week.

Purpose:

Kirkland Museum opened a new building March 2018 and Curatorial staff are continuing to organize and refine the new storage spaces. The museum needs assistance to inventory all works hanging on the art storage racks, unpack bins of framed works to hang on art storage racks and repack some 3-dimensional objects for storage on shelving. In addition, all inventory records must be updated to include movements and new locations in the museum's collections database, Artsystems Pro.

Responsibilities:

- Use proper art handling procedures for 2-dimensional and 3-dimensional artwork as outlined by staff.
- Assist staff in moving and unpacking works including hanging and repacking objects.
- Conduct visual inspection of objects; compare to existing condition reports.
- Update inventory records and conduct data entry using the collections database, Artsystems Pro.
- Additional collections-related assignments as needed.

Qualifications:

- Excellent organizational skills and attention to detail.
- Must be able to take direction and work independently and as part of a team.
- Some prior experience with object handling and condition reporting preferred.
- Computer proficient and experience working with database software is a plus.
- Position may require a degree of physical strength to move furniture and artwork; applicant must be able to lift up to 50 lbs and be comfortable on ladders. Applicant must be able to stand for extended periods of time.
- Must be a current student or recent graduate of a university. Art History and/or Museum Studies background preferred.

Recording hours:

The intern is expected to sign in and out on the iPad in the Volunteer Resource Center. Any absences or changes to volunteer's schedule will be reported to the Collections Manager and the Education & Volunteer Services Manager.

Training:

All interns are required to complete a brief training on safety and policies, which is provided by the Education & Volunteer Services Manager. Position-specific training is provided by the Collections Manager.

Benefits:

- Join an enthusiastic community of people interested in art and design.
- Gain valuable experience working with objects and knowledge of museum procedures and best practices.
- Outside scheduled shifts, interns and volunteers enjoy free admission with one guest during public hours.
- Discounts on Museum Store merchandise and museum membership levels.