



Curatorial Department Internships

Curatorial interns can expect to gain hands-on experience and exposure to the daily functioning of the Akron Art Museum. Interns will learn how exhibitions are produced and mounted; they will also learn about the challenges associated with presenting art and didactic materials to a general audience. Interns will have opportunities to contribute to the museum by supporting the curatorial department through various tasks and projects. The availability of internships varies according to department needs.

Range of Duties

- Perform a combination of research, writing, registrarial and clerical duties including:
 - Research art objects and artists currently in museum's collection
 - Assist with research, checklists and floor-plans for upcoming exhibitions
 - Database and filing system maintenance and input
 - Assisting with various administrative and clerical tasks within the Curatorial department

Eligibility requirements

- College students, recent college graduates and graduate students who majored (or are majoring) in art, art history or museum studies
- Knowledge of modern and contemporary art, familiarity with art research methods and sources (including online databases/indices) and strong written and verbal communication skills
- Familiarity with MS Office products

Strong candidates exhibit a willingness to learn, can be flexible and shift gears quickly, have a high level of attention to detail and are self-starters.

Nature of Internship

This unpaid internship requires a minimum commitment of 7 hours per week. Most interns work one full day (M-F) per week. Additional hours may be arranged if necessary for academic credit, which is earned at the discretion of the intern's school. So that interns may receive the opportunity to learn multiple skills and/or attend to multiple aspects of a longer-term project, they must be able to commit to at the full length of a semester (approximately 4 months).

Application Procedure

Applicants should send the following materials via email or hard copy:

1. Resume
2. Cover letter of not more than 500 words describing your career goals, interest in museum work and reasons for applying for a curatorial internship at the Akron Art Museum.
3. Two writing samples (5-7 pages each; can be excerpts of longer papers)
4. List of names, phone numbers and email addresses of three references

Applications must be received prior to 5:00pm on the day of the deadline appropriate to the semester during which the applicant desires to intern.

Application deadlines:

- Spring semester (Jan – April):
December 15
- Summer semester (May/June – Aug):
March 31
- Fall semester (Sept – Dec):
July 15

Contact:

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