

THE JEWISH MUSEUM
JOB DESCRIPTION FORM

DEPARTMENT: Curatorial Affairs, Fine Arts **JOB DESC. DATE:** 12/15/09

TITLE: Curatorial Affairs, Fine Arts Intern **FLSA STATUS:** Unpaid position

SUPERVISOR: Chief Curator **SCHEDULE:** 2-3 days/week

SUMMARY:

The intern will assist the Chief Curator with all aspects of curatorial business, including research, correspondence, and general administrative duties in connection with acquisitions, exhibitions, loans, and donor cultivation. The intern may also be assigned specific projects related to temporary exhibitions, maintenance of object and artists' files, and visual resources in the collection. The fine arts collection of The Jewish Museum includes approximately 7,500 paintings, sculptures, works on paper and photographs primarily from the nineteenth century to the present.

DUTIES AND RESPONSIBILITIES (Include percentage of time):

The intern will work on research projects for a forthcoming exhibition on twentieth-century art. This exhibition will be predominantly based on loans. Responsibilities will include drafting correspondence, research, organizing pictorial material, installation, and general administration in conjunction with the exhibition. Update and maintain checklists, mailing lists, document installation lists, invitation lists, paperwork, and presentation materials. Library research will be assigned as necessary.

JOB QUALIFICATIONS (including physical requirements):

B.A. candidates in Art History preferred. Knowledge of Microsoft Word, Excel and excellent organizational, research, and clerical skills essential. Some knowledge of French, German, or Hebrew helpful but not required. The Jewish Museum is an **equal opportunity employer**. Please note that this is an **unpaid** position.

- Internship Dates: September 8-December 23, 2009.
- Flexible hours (2-3 days/week)
- **Free Admission to all New York City Museums and Discounts at most NYC Museum Gift shops and Bookstores**

**Send Resume with Cover Letter To:
Director Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: interns@thejm.org
Fax: 212-423-3232**

The Jewish Museum is an Equal Opportunity Employer.