

THE JEWISH MUSEUM
JOB DESCRIPTION FORM

DEPARTMENT: Curatorial Affairs

JOB DESC. DATE: July 2009

TITLE: Islamic Judaica Cataloguing Intern

FLSA STATUS: Non-exempt

SUPERVISOR: Senior Research Associate

SCHEDULE: 3-4 days a week,
flexible hours

SUMMARY: The department of curatorial affairs is looking for an intern to assist in a project of cataloging and researching Jewish ceremonial art - Judaica from Islamic lands in the collection of the Jewish Museum. The intern will assist the senior research associate in assembling information from the curatorial department records, organizing the data, and entering it into the museum's database. Under the direction of the research associate, the intern will investigate sources including articles and books relevant to the objects being cataloged and contribute to their research.

DUTIES AND RESPONSIBILITIES (Include percentage of time):

ESSENTIAL JOB FUNCTIONS:

- Edit and revise various data records
- Create object spreadsheets and database files
- Handle and catalogue digital images
- Enter information into TMS (The Museum System)

JOB QUALIFICATIONS (including physical requirements):

- B.A. or M.A. candidate in Art History – knowledge of Islamic art and/or Jewish art preferred
- Strong computer skills (using MS Office Suite - Word, Excel, Outlook etc)
- Possess strong communication, organizational, and research skills and attention to detail
- Knowledge of foreign languages preferred but not required (Hebrew, Arabic, Farsi)

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

The Jewish Museum is an Equal Opportunity Employer.