

## JOB DESCRIPTION FOR DEPARTMENT INTERNS

### **PRINTS, DRAWINGS, AND PHOTOGRAPHS INTERN**

The Museum has a collection of over 20,000 prints, drawings, and photographs. Nearly one hundred prints are added to the collection each year, and these must be carefully catalogued, matted, and stored. The print department contributes actively to the Museum's exhibition schedule, generally featuring up to a dozen different shows per year. The education department relies heavily on the print collection for material for its activities and workshops, as do the other departments for matting, framing, and labeling services.

#### DUTIES WILL INCLUDE:

1. Assisting in maintaining records and files on the print, drawing and photograph collections including some accessioning of objects; storing works; help maintain database information; and research.
2. Taking works out for class use; assisting print room visitors in the use of the collection; putting away prints after viewing; sitting in on some classes when a guard is required.
3. Framing and unframing works for exhibitions.

#### QUALIFICATIONS NEEDED:

Appreciation for works of art on paper, and willingness to learn basic principles of conservation in order to handle and frame the works; ability to work well with one's hands; attention to accuracy and detail; reliability; general knowledge of art history; and knowledge of Macintosh computers is preferable.