



Curatorial Internship

The Vero Beach Museum of Art has an opening for a paid summer intern, sponsored by the International Fine Print Dealers Association (IFPDA), working under the direction of the Senior Curator and Registrar, in the Department of Collection and Exhibitions.

Responsibilities:

The Vero Beach Museum of Art has a growing permanent collection, including approximately 500 prints and works on paper (making up roughly half of the permanent collection). The Museum's collecting focus is on American, European and global works from the 20th century through contemporary fine art. The Museum manages the collection with up-to-date software, for use by the Museum staff. VBMA recently migrated to a new collection management software in 2020, Collector Systems. With this software, the museum maintains accurate information regarding the location of objects, condition, provenance, exhibitions, and publications related to each piece. This software gives the museum the ability to make our collection accessible to our members, scholars, and the public through our website.

The Museum is currently undergoing a full collection inventory of over 1,000 objects. From this process, staff records various issues to reconcile once the inventory is complete. These issues range from a lack of measurements and other data, to the rehousing of objects for their ongoing preservation.

Working under the direct supervision of the Museum's Registrar:

1. The intern will be tasked with populating data in the Museum's CMS for the print collection.
2. The intern will be responsible for taking measurements, recording visual description, assisting with a high-resolution photography, rehousing some of these works, and additional research as assigned.
3. In addition to this specific project, the intern will learn some of the inner workings of a museum such as collections care, database management, and hosting exhibitions; coming away with a better understanding of how the museums operates.
4. The intern will be handling original artwork, under the direct supervision of members of the Collections and Exhibitions team.
5. Maintain accurate records and highest standards of care for the permanent collection.

Administration:

1. Maintain a good working knowledge of the Museum's policies, procedures, educational practices and ideologies
2. Be knowledgeable of and practice the AAM Code of Ethics
3. The intern is expected to keep a log of all activities and report at the conclusion of the internship.

Functional Relationships:

This position is directly supervised by the Registrar, and reports to the Senior Curator. The Curatorial Intern will work closely with other members of the Collections and Exhibitions team to complete various tasks within the department.

Qualifications: An Undergraduate with at least four semesters of schooling in Art, Art History, Museum Studies or related field, with at least a 3.5 GPA. The candidate must have an interest in works on paper and the museum field. Some previous experience required to fulfill skills of high level of organization, inputting data, and familiarity with art materials. The length of this internship will be 6-8 weeks, 3 days per week.

Skills and Abilities:

Attention to detail, skilled in Microsoft Office suite, willingness to learn museum standards and database management, ability to sit or stand for long periods of time,

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please email a cover letter and resume to Danielle Elliott, at delliott@vbmuseum.org