

Job Description

DESCRIPTION: The Latin American Art Curatorial Intern will assist the Curator of Latin American Art and the Assistant Curator of Latin American Art with aspects of exhibition planning, including collections research, archiving of past projects, and database administration. The position will offer valuable exposure to exhibition logistics, academic research, and museum operations.

DUTIES

- Assist the curators with light art historical research, archiving past exhibition materials, and other projects as needed
- Compile artist and object files (and organize those that already exist)
- Help create and manage checklists in Microsoft Word and Excel
- Respond to inquiries from scholars, outside institutions, and the public

LEARNING OUTCOMES

- Time Management and Organizational Skills
- Technology Related Skills
- Professionalism and Leadership Development
- Ethical Standards
- Work Ethic and Habits
- Communication and Editing Skills

Qualifications

REQUIREMENTS

- Good organizational and writing skills
- Must be willing to learn, be curious about new subjects, and have a positive attitude
- Must be reliable, punctual, able to meet deadlines, prioritize tasks

PREFERRED BACKGROUND

- Any field in the fine arts, liberal arts, or social sciences, including history, art history, anthropology, modern languages, etc.
- Ability to read Spanish and/or Portuguese a plus

TO APPLY, PLEASE SEND

- Resume with education, employment history, and contact information for 3 references
- 1 letter of recommendation
- Cover letter addressing your interest in the position. If applying for more than one position, please include order of preference.
- Short academic writing sample (10 pages maximum)

Submit as PDF (please no doc files) to internships@blantonmuseum.org by **Monday, August 5, 2019**.