



Job Description

Resources for Academic Art Museum Professionals (RAAMP) Project Intern

CAA (formerly the College Art Association)

50 Broadway, 21st Floor
New York, NY 10004

Date posted: August 20, 2018

Position Title: Resources for Academic Art Museum Professionals (RAAMP) Project Intern

Supervisor: Grants and Special Programs Manager

This is a paid, part-time position, non-benefited, with a schedule of twenty hours per week for an initial period of up to three months with the possibility of extension. Compensation commensurate with experience.

Founded in 1911, the College Art Association (CAA) is the preeminent international leadership organization in the visual arts, promoting the field through intellectual engagement, advocacy, programs, and a commitment to the diversity of practices and practitioners. CAA has more than 9,000 members worldwide. The majority of members are curators, art historians, scholars, visual artists, and designers. Each year, CAA offers an Annual Conference, publishes two scholarly journals and offers a variety of other programs. For a complete description of programs and offerings, visit collegeart.org.

The Resources for Academic Art Museum Professionals (RAAMP) website is a project of CAA supported by the Andrew W. Mellon Foundation. Designed by committee members and museum leaders, it offers materials for practicing museum educators at college and university art museums (CUAMs) on practical and content-related guidelines.

CAA seeks a proactive and engaged art museum professional to join the staff as the RAAMP Project Intern. The internship will provide an aspiring museum professional with the opportunity to liaise with a number of prominent CUAMs nationwide, as well as to learn a range of resources pertaining to different aspects of museum study. Ideally, the intern will be familiar with academic art museums and enthusiastic about engaging with professionals from these institutions.

The Intern will assist with the daily administrative tasks of the project, including: corresponding with stakeholder museums and organizations; identifying published and community resources; archiving materials in the CORE repository on Humanities Commons; coordinate “Coffee Gatherings,” video practica, and other programming; liaise with project designer; and other administrative tasks as needed.

Responsibilities:

- Assist the project manager with correspondence with stakeholders

- Conduct research to obtain materials relevant to academic art museum practices
- Contact institutions and solicit materials for the repository
- Coordinate schedules
- Monitor and compile analytics on website performance
- Compile and visualize data relating to academic art museums
- Assist project manager in designing and conducting surveys for evaluation
- Inventory existing surveys and responses
- Disseminate new surveys for data collection
- Other administrative duties as determined by the project manager, director of programs and publications, and/or executive director

Qualifications:

- Preferred: Bachelor's degree in art history or a related discipline and 2–3 years' experience with museums, libraries, special collections, or digital collections.
- Ability to work independently and take initiative on new projects.
- Clear and articulate communication style in speech and writing.
- Initiative to take on new projects and ability to carry them out.
- Commitment to the full three-month term of the internship.

Interested individuals should submit a cover letter, resume, and a list of references to Aakash Suchak, grants and special programs manager, via email (with "RAAMP Intern" and applicant's last name in subject line) at asuchak@collegeart.org. No telephone inquiries will be accepted. Applications accepted until position is filled. Please include the names and contact information for two to three references who can speak to your qualifications and ability to perform the tasks requested.

CAA is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, gender expression, or political affiliation.

AMS/August 21, 2018