

# Curatorial Intern - Contemporary Art

**Date:** August 2018  
**Department:** Curatorial Affairs  
**Title:** Curatorial Intern - Contemporary Art  
**FSLA Status:** Unpaid Internship  
**Supervisor:** Barnett and Annalee Newman Curator of Contemporary Art  
**Schedule:** 2 – 3 days per week  
**Internship Term:** Fall 2018 with possible extension

## **The Position:**

We are looking for inspired individuals who would like to join the Curatorial Team of The Jewish Museum and develop their knowledge of exhibition realization in a professional, supportive environment. Fall interns will be assigned to assist Curators with research, correspondence, as well as general administration in connection with forthcoming exhibitions, presentations, and related special projects.

## **Responsibilities Include:**

The intern works directly with the curator on a wide range of upcoming contemporary exhibitions to open 2019–2021. This will include:

- A solo presentation of an American artist based in New York, their first in the U.S., that will span 25 years of work in sculpture, painting, drawing and video. The exhibition will open Fall 2019. The intern will:
  - communicate with the artist, their studio and galleries, exhibition lenders and team members, and other departments within the museum on all matters related to exhibition development.
  - be responsible for managing the exhibition checklist, images and info, and creating presentations.
  - assist as needed with all details related to the exhibition catalog
  - draft important documents such as loans.
  - conduct and present research for the curator and other team members on the exhibition.
- A group exhibition about a legendary singer/songwriter to open Spring 2019, that includes substantial audio/visual presentations by contemporary artists, filmmakers, and sound artists. This is a traveling exhibition that requires logistical support. The intern will be responsible for all manner of organizational needs, including



correspondence with the artists and their studios, checklist management and presentation creation.

- Researching and developing future exhibitions; major solo presentations by a contemporary artist and fashion designer. These exhibitions are in their initial phases and the intern will provide critical research support.

**Requirements:**

- B.A. and M.A. candidates in Art History, as well as M.A. Candidates in Arts Administration and Museum Studies preferred.
- Knowledge of Microsoft Word, Excel, PowerPoint and excellent organizational, research, and communication skills are a must.
- Knowledge of Photoshop.
- Fluency in non-digital research tools such as Microfiche.

**Send Resume, Cover Letter and Internship Application To:**

**Human Resources Coordinator  
The Jewish Museum  
1109 Fifth Avenue  
New York, NY 10128  
Email: [Interns@thejm.org](mailto:Interns@thejm.org)  
Fax: (212) 423-3232**

***The Jewish Museum is an Equal Opportunity Employer that is committed to building a culturally diverse staff and encourages applications from diverse candidates.***

