



## **Curatorial Internship**

**Description:** Billings Farm & Museum seeks a Curatorial Intern for the summer of 2024. The intern will work with Curatorial Department staff to assist with various projects, including the development, installation, deinstallation, and evaluation of temporary exhibitions, and assisting with special events. In addition, the intern will gain hands-on experience with collections management activities, including object handling, preventive conservation, object inventory and research, and data entry using Past Perfect Collections Management Software.

### **Key Responsibilities:**

- Assist with related activities for the Annual Quilt Exhibition. Write exhibition labels and interpretive guides, help with exhibition design and activity development, and assist with associated programs and events.
- Inventory and update object records using Past Perfect Collections Management Software.
- Participate in ongoing departmental work including writing internal newsletter articles, assisting with collections care, and supporting special events.
- Work on an independent exhibit or collections management project (subject to be determined early in the internship).

### **Preferred Qualifications:**

- Interest in curation, exhibition development, primary source document research, and collections management
- Ability to work independently and collaboratively on various projects simultaneously
- Strong writing and research skills

### **Requirements:**

- Student or recent graduate (graduate level preferred) in Museum Studies or similar field
- Ability to work 40 hours/week (usually 9-5), occasional weekends and holidays
- Available to work 10 weeks beginning in late May (dates somewhat negotiable)

### **Also included:**

- Class credit (arranged by the intern through their college or university)
- On-site intern housing provided at no cost (private bedroom, shared living spaces)
- \$3,000 stipend for living expenses

**To Apply:** Email resume, cover letter, and names and contacts for 2 references to Sherlock Terry, Curatorial and Exhibits Manager, at [sterry@billingsfarm.org](mailto:sterry@billingsfarm.org) by March 8, 2024.