



Racine Art Museum Association, Inc. Job Description

Position Title: Exhibitions Intern

Date: June 2024

Department: Exhibitions and Collections

Status: Hourly; minimum wage

Reports to: Curatorial Assistant or their designee

General Summary of Position:

This position supports RAM's Exhibitions and Collection team with artist research, information cataloging, collections management, and other exhibitions/collections and general museum needs—specific projects with an emphasis in one area or another will be assigned based on priority needs.

Principal Job Functions could include:

1. Assisting the Registrar/Collections Manager with maintenance of permanent collection records and databases
 - Recording artwork particulars for artworks in the permanent collection
2. Assisting Preparators with exhibition installation and gallery maintenance
 - Assisting with special project exhibition installation and/or prepping the galleries for artwork display
 - Maintaining the galleries and gallery furniture by cleaning or repair
 - Maintaining exhibition prep spaces and materials
3. Assisting the Curatorial Assistant with research
 - Researching artists and objects intended for the upcoming exhibitions
 - Maintaining and organizing exhibition files archive
 - Organizing and filing artist data in RAM's biographical files
 - Researching artists and objects in the permanent collection
4. Assisting with additional tasks such as:
 - Greeting guests in the galleries when needed
 - Assisting with staff coverage at museum special events
 - Other duties as assigned

**Required Knowledge and Skills:**

- The ability to adhere to deadlines and time constraints.
- The ability to work with a team, ask questions, provide support, and be proactive.
- Flexibility in scheduling—some weekend and evening hours are required to staff museum events.
- Ability to interact with the public as well as colleagues
- Knowledge of databases and proficiency in Microsoft Office preferred
- An art degree/experience working in a museum is helpful

Education and Experience:

Post high school studies and interest or experience with art history, art education, studio art, exhibition spaces, display venues, historical/art museums, or galleries.

Work/Study Students:

Work/study students are welcome to apply.

Send:

- Cover letter addressed to Katelyn Mitchell
- Resume
- List of three professional references with their contact information

Via email to RAM Curatorial Assistant Katelyn Mitchell at kmitchell@ramart.org

For more information, please contact Katelyn Mitchell or visit the RAM website at ramart.org/get-involved/internships