



### **Collections Management Internship**

The Cahoon Museum of American Art offers a Collections Management internship for a candidate seeking a practical, hands-on experience at a small, regional art museum. Positions available for Spring/Summer 2018 (mid-March through mid-June) and Summer/Fall 2018 (mid-June through mid-November).

The internship's focus will be assisting with the coordination of exhibits for the museum's 2018 exhibition cycle. Working closely with the Director/Curator the intern will: help maintain orderly systems for the management of exhibitions, coordinate aspects of borrowing and lending objects, oversee physical art inventory for exhibition artworks in CMAA's custody and care, work closely with museum staff on exhibition production, maintain exhibition checklists, assist with exhibit preparation, installations and deinstallations, packing, shipping, and object condition reports, and act as a courier.

The Collections Management intern must be self-motivated and able to work independently as well as contribute to a team passionate about producing high quality exhibitions for a broad audience.

Graduate students and qualified undergraduates in museum studies, art history, arts administration, and American history are encouraged to apply. Internships are part-time (16 hours per week) and include a small stipend. Academic credit may be available through your institution.

Please email a letter of interest, resume, and the contact information for two academic or professional references to Sarah Johnson, Director/Curator at [employment@cahoonmuseum.org](mailto:employment@cahoonmuseum.org). Applications for spring are due by March 1, 2018.