



*A museum of the Department of Arkansas Heritage*

## **CURATORIAL INTERNSHIP**

- I. **General Overview:** Historic Arkansas Museum serves as the state's primary interpreter of frontier Arkansas. The museum has a premier collection of paintings, furniture, silver, pottery, textiles and firearms made by Arkansas artists and artisans over the past two hundred years.

While the program is available to students regardless of major, these curatorial internships offer exceptional opportunities to students in public history, museum studies, art history, interior design and related disciplines who wish to gain firsthand experience in museum related work.

All applicants must submit a current resume and a cover letter describing their interest and abilities as they pertain to the specific internship they are applying for.

- II. **Scope of Work:** Curatorial interns assist the Registrars and Curators with a variety of projects. Examples of tasks include data entry in collections management program, packing and unpacking items, rehousing objects, evaluating condition of objects, writing descriptions, and measuring objects.

Interns will receive training in object handling, inventory procedures and collections management software. They will be able to reference experience working with a wide variety of objects and be able to claim credit for a definite body of work.

- III. **Required Qualifications:** Study in the field of public history, history, art history, interior design or related field. Candidates will also possess basic computer skills, an interest in collections/registration work, and the ability to lift 25 pounds.

- IV. **Working Hours:**

Internship hours will be based on the supervisor and the student's schedule. If the educational institution authorizes course credit, HAM has a specific agreement to allow that. Normally, academic internships are ten to twelve week sessions, with the student working a total of 180 hours.

**V. Location of Work:**

Historic Arkansas Museum  
200 East 3<sup>rd</sup> Street  
Little Rock, AR

**VI. Intern Supervision:** Hattie Felton, Assistant Curator of Collections

**VII. Intern Evaluation:** Complete the required forms from the student's school for this process.

**VIII. Application Process:** Please include the following materials with your completed DAH application:

- A current resume.
- A one-page cover letter identifying the specific internship project (Curatorial) and dates of availability.
- List of relevant classwork, if applicable.
- Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit your DAH application and related materials to:

**Debbie Biggs, DAH Personnel Manager @ [debbieb@arkansasheritage.org](mailto:debbieb@arkansasheritage.org)**

The following are duties included in an internship with the Curatorial Department.

## INTERN EXPECTATIONS AND OPPORTUNITIES

### Curator of Exhibitions-

- Assist with the aspects of the installation and de-installation of the upcoming gallery exhibits, including object handling, lighting, preparing mounts, etc.

### Collections-

- Attend Objects Handling tutorial.
- Attend Fine Art Handling tutorial.
- Help research information about items in the Collection to update Past Perfect.
- Help Registrar and Asst. Registrar accession and catalog new objects to the collection.
- Assist Curators and Registrars with gallery maintenance.
- Data entry of information into Past Perfect 5.0.
- Assist Preparator at the Collections Management Facility (CMF) in cleaning, accessioning, moving, and inventory of collection items.
- Assist staff with deep cleaning of historic houses and the artifacts within.
- Assist Registrars environmental monitoring.

### Other experience possible:

### Education-

- Help with summer camps
- Living History activities

### Development-

- Data entry of statistics and visitor comments
- Learn and implement current social media procedures with the Information Specialist.
- Work at 2<sup>nd</sup> Friday Art Night, if available.
- Other projects as assigned.