



LAGUNA ART MUSEUM

Collections and Curatorial Department Intern

Summer 2018

Department description:

The collections and curatorial department is responsible for handling, movement, and record-keeping for works of art owned by or loaned to Laguna Art Museum. An intern working with this department will assist the curator, registrar, collections manager, or librarian as required, in support of projects in those areas. Projects currently in progress include keyword tagging works of art; researching and entering exhibition histories and past label texts of museum-owned works; applying nomenclature and meaningful filenames to, and filing correctly, accession and deaccession records; researching and entering artist bios and information.

Daily Tasks:

- General research in the museum's online records focusing on past exhibitions and the permanent collection.
- Data entry, subsequent to research.

Long-term projects/goals:

For the summer 2018 semester, there are two primary focus areas for a potential intern:

- 1) Retrospective capture of exhibition labels for museum-owned works
- 2) Retrospective digital capture of museum accession records

Learning outcomes for intern:

- Experience in museum nomenclature and record-keeping
- Experience with technical writing for a museum database

Minimum requirements:

- Current college student or recent graduate
- Detail oriented
- Competent writing skills
- Proficiency in Microsoft Office programs (Word and Excel)
- Useful but not required: Experience in Microsoft Access or other database software

Hours per week:

4-8

To apply:

Please email your cover letter and resume as a PDF attachment to the intern coordinator, Kristen Anthony at kanthony@lagunaartmuseum.org. Please use "Collections and Curatorial Internship Application" as the subject line.