

POSITION DESCRIPTION

Title: Curatorial Intern
Division: Exhibitions & Publications
Reports to: Curator of Exhibitions
Duration: 150 hours over the summer (May – August 2018)
Hours: 12 - 15 hours /week during normal business hours
Salary: \$10.00 / hour, up to a total of 150 hours

Start date: June 2018

Summary: The Virginia Museum of History & Culture is organizing an exhibition exploring 400 years of African American history and race relations in Virginia (from 1619 to the present), scheduled to open in June 2019. The Curatorial Intern will assist the Curator with various aspects of the planning process. Duties include: conducting research on a range of individuals and topics; cataloguing artifacts and working with object records in collection database; developing interpretive materials; maintaining checklists and other exhibition-related information; preparing documents for circulation and related administrative tasks. Other duties as assigned. This position provides hands-on curatorial experience and the opportunity to develop research skills and expertise in aspects of African American history for students interested in pursuing a career in museums and public history.

Education and Experience:

Advanced undergraduate or graduate student with a major in African American Studies or related field. Minimum 3.0 GPA. Previous experience in a museum or historical institution desirable.

Knowledge and Skills:

- Knowledge of African American history gained through coursework; secondary knowledge of Virginia history also helpful
- Excellent research abilities using a range of primary and secondary sources, as well as digital resources
- Strong communication skills (oral and written)
- Familiarity with collection databases, interpretive materials, and museum practices desirable
- Well-organized, methodical, able to work independently and cooperatively with others
- Accuracy and attention to detail

Application Requirements:

- Online application form
- Résumé and cover letter

- If applicant advances in hiring process, names of two references and an on-site interview
- Must be able to pass criminal background check
- **Application Deadline:** May 4, 2018

For additional information, please contact Karen Sherry, Curator of Exhibitions, at ksherry@VirginiaHistory.org