

VIRGINIA MUSEUM OF HISTORY & CULTURE

Title: Curatorial Intern
Division: Exhibitions & Publications
Reports to: Curator of Exhibitions
Duration: up to 150 hours
Hours: 12 - 15 hours / week during normal business hours
Salary: \$10.00 / hour, up to a total of 150 hours

Start date: September 2019

Summary: The Virginia Museum of History & Culture is organizing an exhibition that explores female political and social activism in Virginia from women's suffrage to the present day. The Curatorial Intern will assist the Curator with various aspects of the planning process. Primary duties are conducting research on a range of individuals and topics and summarizing research findings for use by the Curator, educators, and other staff. Additional tasks include maintaining checklists and other exhibition-related information, preparing documents for circulation, related administrative tasks and other duties as assigned. This position provides hands-on curatorial experience and the opportunity to develop research skills and knowledge of women's history for students interested in pursuing a career in museums and public history.

Education and Experience:

- Undergraduate or graduate student with a major or coursework in a relevant field, such as women's history, 20th- and 21st-century history, political history, civil rights and social justice issues, and so forth
- Minimum 3.0 GPA
- Previous experience in a museum or historical institution desirable

Knowledge and Skills:

- Excellent research abilities using a range of primary and secondary sources, as well as digital resources
- Strong communication skills (oral and written)
- Knowledge of women's history in Virginia over the past 100 years desirable
- Familiarity with archival resources and museum practices desirable
- Well-organized, methodical, able to work independently and cooperatively with others
- Accuracy and attention to detail

Application Requirements:

- 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

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

Virginia Museum of History & Culture

Owned and operated by the Virginia Historical Society

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