

The Albin Polasek Museum and Sculpture Gardens is looking for interns for the Fall 2024 semester (August 19- November 26, 2024).

The Polasek Museum offers internships with the hope of introducing students to the museum profession while exploring the role of the museum within the community. Interns will work closely with the museum curator and will contribute to current projects and special events. The nature of these projects is based on availability as well as the students experience and interest.

Internships are offered during each academic semester and are on a volunteer basis - there are no paid internships available. If you seek academic credit for the internship it will require you enroll in an internship course with an SVAD faculty. You will need to enroll in the course at least 2 weeks prior to the enrolled semester. This is the sole responsibility of each student and is subject to professor and staff approval.

Students desiring to apply for Volunteer Internships or Academic Internships must have availability for the entire semester. Students must commit to work a minimum of 10 hours per week, during regular museum office hours (M-F 10am-4pm).

In addition, interns will assist with installing and de-installing temporary gallery exhibitions, educational programming, and special events (some weekend and evening work may be necessary).

All interns are expected to act in a professional manner, follow dress codes, and to be a dependable and punctual team player.

Curatorial Internship roles may include:

- Collections Management - work closely with the Curator assisting with the care of the collections. Tasks will include object handling, inventory, research, cataloguing, photography, database documentation, packing for storage, and also more physical work including outdoor bronze sculpture maintenance.
- Exhibits - intern will assist Curator with exhibition development and research, loan agreements & shipping, exhibit layouts, graphics, loan documentation, condition reports, photography, database documentation and also will help with exhibition deinstallation and installations.
- Archival projects - Archival projects including researching, scanning and digitizing the Albin Polasek Archive collection. Interns are required to learn PastPerfect, the collections management software.
- Research Projects - interns with a History major will be assigned a research project in addition to the other duties.

If you are interested in the Albin Polasek Museum internship please send a resume to: Tamie Diener-Lafferty (Curator); email: curator@polasek.org

Deadline to apply for the Fall 2024 internship is July 29, 2024.