Samuel P. Harn Museum of Art
Intern Project Description Form

Staff contact name: Jessica Uelsmann
Title of Internship: Preparator Internship
Department: Registration

Brief Description of Internship: Intern will work closely with preparators on daily tasks and duties to provide an overall experience of the department and its function within the Museum. Intern may be assigned a specific project based on the needs of the department.

Hours per week: 10 hours/week M-F, 8:30- 4:30pm

Specific Duties:
Intern will be involved in preparing display furniture and gallery spaces for exhibitions such as *Peace, Power and Prestige: Metal Arts in Africa*, *Dreaming Alice: Maggie Taylor Through the Looking Glass* and other exhibitions for the spring and summer exhibition schedule. Duties will vary according to installation schedule, but may also include; dry mounting and cutting labels, printing and weeding vinyl lettering for signage, printing and mounting text panels, preparing art mounts for displays, etc.

Qualifications needed:
- Excellent communication skills
- Detail oriented and ability to work independently

Learning Objectives for the Intern (what will the student learn from this experience?):
- Gain professional experience in museum practices and an understanding of the role of museum preparation and how it fits within larger goals of the museum.
- Learn about the best practices and policies guiding art museums’ registration/preparation department.
- Gain exposure to various aspects of exhibition planning, such as art handling, packing and shipping, and installation practices.