



## The Albany Museum of Art Unpaid Intern Position Description

**Title:** Collections & Exhibitions Intern

**Department:** Collections & Exhibitions Office

**Staff supervisors:** Director of Curatorial Affairs

**Purpose and goals:** The intern will work with department director to maximize visibility of selected exhibitions and assist in registrar work directly associated with the AMA's permanent collection.

**Time:** Minimum 3-month commitment; up to 16 hours per week, schedule flexible within Monday–Friday, 9am–5pm office hours.

**Desired start date:** as soon as possible.

### **Duties & responsibilities:**

- Assist Director of Curatorial Affairs in curatorial work, exhibition research, and maintaining and documenting the permanent collection.
- Works with Director of Curatorial Affairs on all events pertaining to the collection and exhibitions, including openings, preparatory work, exhibit installation/deinstallation, registrar work, etc.

### **Qualifications:**

- Experience working in a professional office setting.
- Prior museum experience a plus.
- Strong written and verbal communication skills.
- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Ability to communicate effectively to staff, volunteers, and general public.
- Ability to ask for help and accept supervision, and receive evaluation of your work.
- Abide by the Code of Ethics and Employee Handbook for the Museum.
- Must have reliable transportation to and from the Museum.

**Physical requirements:**

- Manual dexterity, hand-eye coordination.
- Ability to lift up to 20 pounds minimum.
- May occasionally use step-stools and/or ladders.
- Must be dressed properly, which includes but is not limited to closed-toe shoes, preferably with non-slip soles for safety, and no excessively dangling jewelry or clothing.

**Education:**

- Completed High School Graduate, or GED certificate equivalent
- Working towards completion of a BA or MA in art history, art, or another related field.
- Working toward a master's degree in one of the above fields preferable.

**Training:**

- General AMA orientation.
- Orientation with Museum safety protocols.
- Hands-on collections and preparator training will be provided.

**APPLICATION PROCESS:**

Submit a letter of interest, resume, and an AMA Internship Application.  
Interview required for internship.

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***Open until filled.***