

## **The Charina Fund Endowed Internship at the Tang Teaching Museum**

Students may apply between March 12 – May 7, 2021

Application Deadline: May 7, 2021, 5:00 pm

The Charina Fund Endowed Internship at the Tang Teaching Museum is a one-year, pre-professional internship for a Skidmore junior or senior. This unique work experience will function as a bridge between Skidmore College and post-graduate life by providing academic and practical experience as well as a summer museum job. This paid internship is comprised of an 8-10-hour-a-week position during the academic year, and a 20-hour-a-week position during the summer (after graduation for seniors). The intern will work primarily in the Tang's Curatorial department with access to collaborate with the Registration department. The intern's work will be focused on the Tang's collection of approximately 16,500 objects, representing a wide variety of materials, subject matter, and time periods and filled with oddities of material culture and masterworks by renowned contemporary artists alike. Exact responsibilities will be determined by the needs of the museum and the student's interest. This is a full-year internship program. Students applying must commit to working the full two-semester academic year and subsequent summer.

Intern responsibilities and learning experiences might include, but are not limited to:

### Exhibitions and Publications:

- Researching and writing on collections artists, artworks, and exhibition themes
- Creating scale models of artwork for installation planning and compiling exhibition checklists
- Assisting on proofreading and copy-editing of museum texts
- Writing didactic labels and commentaries on individual artworks
- Organizing text and image materials for collections-based publications

### Cataloging and Digitization:

- Learning about archival practices and collections databases and management systems
- Researching collection artwork and learning to complete deep research on single objects for cataloging verification
- Completing data entry in the Tang's collections management system for artwork records, including researching artists' biographical information and keywording artwork records, in preparation for digitization
- Assisting in processing digital resources such as images and videos
- Learning to troubleshoot between collections database and website

### Engagement:

- Planning and leading tours of collections spaces and/or single objects
- Writing about collection objects for publication on social media and/or collections website

### Registration:

- Learning about museum acquisition practices
- Obtaining training in art handling practices and care of objects in many media
- Learning about art materials and related conservation issues
- Assisting in organizing artwork files

- Occasionally assisting in classroom visits to Print Room

In General:

- The position is open to a Skidmore College junior or senior in any major
- Strong organizational, research, and detail-oriented skills required
- Intern must commit to the full 2 semesters plus summer position
- During the academic year, pay will be commensurate with regular student pay scale; the summer position will pay a \$2,500 stipend along with a 70% subsidy for on-campus summer housing fees

Please apply for The Charina Fund Endowed Internship at the Student Employment website between March 12 and May 7, 2021, and then submit the following materials to Kelly Ward, Assistant to the Director at the Tang, at [kward@skidmore.edu](mailto:kward@skidmore.edu):

- Resume
- Cover letter (letter should specify which departments are of interest and why; please explain how your academic and work experience has prepared you for this position)
- Names and contact information for two references
- Copy of your transcript (unofficial is fine)
- Writing sample(s) (an academic example and a non-academic example preferred; non-academic samples can include a blog entry or an article for a newspaper or newsletter)

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