



Center for Puppetry Arts Exhibitions Internship

DESCRIPTION

The Center for Puppetry Arts seeks an intern to assist the Exhibitions Director in the Museum department. This internship grants broad hands-on experience in exhibit research, curatorial writing, and collections management. Tutorials and workshops will be conducted to expose the intern to various aspects of the curatorial and collections fields. Primary duties include conducting research for future special exhibits and working with the Exhibitions Director and Collections Manager to prepare for our yearly gallery rotation.

In addition to the gallery rotation, the Center will be installing a new special exhibition in November and the intern will have the opportunity to assist with installation. Responsibilities will include both collections related and general exhibition tasks (i.e. installing object identifiers, cleaning plexi, hanging graphics, etc.).

The intern would work approximately 10-15 hours per week during the quarter/semester for a total of between 150 and 250 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor. This is an unpaid internship and is considered a volunteer position. Course credit may be given for the internship.

DESIRED QUALIFICATIONS

The ideal intern:

- Has a background in history, anthropology, public history, or a related field.
- Has strong experience in academic research, including archival research.
- Is reliable, organized, and detail-oriented.
- Is able to take direction and work independently.
- Is interested in pursuing a career in museum work.
- Previous curatorial experience a plus, but not required.

The main duties of the intern will be:

- Conducting research for upcoming special exhibitions.
- Assisting in preparations for the yearly gallery rotation. This will include assisting in artifact selection, preparing artifacts for display, creating graphic files for the new items on display, and installing new items in the gallery.
- Assisting in the installation of our special exhibition.



**Center for Puppetry Arts
Exhibitions Internship**

REQUIRED APPLICATION MATERIALS

- Cover Letter/ Letter of Interest
- Resume
- Transcripts
- Course Requirements (if applying for school credit)

PLEASE SUBMIT ALL MATERIALS TO:

Email: internship@puppet.org

In Subject Line: "Name" – "internship applying for"

(Example: John Smith – 2019 Summer Performance Internship)

No Phone Calls Please

If you have questions, please email Kenny Baker at
internship@puppet.org

Please note any attachment over 10 MB may need to be sent in separate emails.