

Curatorial Intern

Reports To: Director of Curatorial Affairs
Department: Curatorial Affairs
Term: 20 - 40 hours per week
Location: 3225 Fourth St. Jackson, MI

Classification: Temporary Intern

Duration: Spring 2024, Reliant on term schedule

The Ella Sharp Museum is pleased to offer an internship opportunity for a qualified undergraduate or graduate-level candidate.

About the Ella Sharp Museum

The Ella Sharp Museum, founded in 1965, offers programs, exhibits and experiences preserving community history, advancing art appreciation, and understanding, and connecting children with science. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, two 19th century barns and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 37 accredited institutions in the state of Michigan.

We are currently seeking a curatorial intern to assist with in-depth cataloging, research, and rehousing of a large portion of incoming collections objects and preparation of objects for exhibition as we transition several major exhibits in early 2024. Candidate will also engage in exhibit development from both a collections and design angle. This is a fantastic opportunity to engage in several different aspects of collections care and gain rounded experience in the curatorial field.

The goals of this internship will be to:

- Complete rehousing of incoming collections, as well as objects coming off exhibit, per institutional practice.
- Assist staff in the preparation of collections, materials, and narratives for exhibition.
- Research and document the provenance and records of each object, utilizing museum records and sources as necessary.
- Assist staff in deconstructing and rehousing display hardware.
- Utilize PastPerfect CMS to catalog and document the condition of all objects.
- Work alongside staff to assess the conservation and storage needs of collection.

Desired Qualifications:

- Current or recent undergraduate or graduate student with a focus on Museum Studies, History, Art Handling, Cultural Studies, or related field.
- Ability to work independently and with other staff members in a team and goal-focused environment.
- Detail-oriented, able to follow instructions accurately, and able to use good judgement in executing proper handling of artifacts.
- Excellent research, writing, communication, and basic computer skills required.
- Experience with collections management software preferred, but not required.

This position requires the ability to do one or more of the following throughout the day: sit, stand, and walk, to lift up to 40 lbs. occasionally, do close work in an office environment using a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

How to apply: Please email cover letter and resume to Director of Curatorial Affairs Harrison Marcott at harrisonm@ellasharp.org by December 30th.