Undergraduate Internship Position
EXHIBITION CURATOR

Project:
Curate an exhibition of a major public figure at the Howard Gotlieb Archival Research Center. HGARC is the home of nearly 2,000 individual archival collections consisting of the papers and manuscripts from individuals who play significant roles in the fields of journalism, poetry, literature and criticism, dance, music, theater, film, television, and political and religious movements. Examples include Martin Luther King, Jr., Robin Williams, Bette Davis, etc. HGARC creates and presents exhibits on a rolling basis; new exhibits are constantly being presented all through the year. Work will include seeking material from a variety of archival collections, writing descriptive labels, creating appropriate mountings for material, and installing material in cases. The internship may also include the preparation of material for an online component to an exhibition, including material selection, scanning, and data management.

Seeking:
Highly motivated undergraduate students pursuing studies in related fields such as the History of Art and Architecture, American Studies, International Relations, Graphic Design, English Literature, etc. Good organizational skills required; strong work ethic a must.

Training/Supervision:
The Associate Director will oversee the internship, and coordinate efforts with the Assistant Director for Manuscripts and the Manager of Digital Archival Resources to ensure the intern receives proper training and supervision for the various aspects of the project. Intern will learn all necessary skills to identify and locate archival material within the collections, to create descriptive labels, and to mount the material following sound archival techniques to present the exhibit. Students will also learn the Open Source software Archive Manager, which will be the portal by which all data is accessed.

Schedule:
- Hours to be scheduled within the HGARC work week, which is 9:00 am to 5:00 pm, Monday through Friday.

Deliverables:
The internships will emphasize different elements of the exhibition process. Depending on the nature of the exhibit in process, certain internships may focus slightly more on research and item selection and description and others slightly more on exhibition preparation and mounting of material. Regardless of session, however, each intern will experience the full range of duties from research to presentation.