



HGARC Undergraduate Internship Position
CAS IN250, Work and Identity

Position:

EXHIBITIONS COORDINATOR

Updated:

October 12, 2017

Description:

Learn the process of selecting, describing and presenting rare and valuable material for public exhibition at a major contemporary archive.

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.

The intern will learn to identify and select material from a variety of archival collections, create appropriate mountings for material to ensure their safety and attractive presentation, and install material in exhibition cases. The internship may also include the preparation of material for an online component to an exhibition, including material selection, scanning, and data management.

Internship may also include art preservation work, and the care and maintenance of a variety of pieces held at the Gottlieb Center, such as paintings, drawings, small sculpture, etc.

Seeking:

A highly motivated undergraduate student in the College of Arts & Sciences interested in learning how to present archival material to the public. Good research and writing skills required; good eye-hand coordination helpful; strong work ethic a must.

Training/Supervision:

The Exhibition, Outreach, & Art Administrator will oversee the internship 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 and to mount the material following sound archival techniques to present the exhibit. Students may also learn to use 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.