

INTERN JOB DESCRIPTION

Summer 2025

Collections & Curatorial Intern

Date: January 16, 2025

Title: Collections & Curatorial Intern

Department: Whitney Western Art Museum

Position Reports To: Whitney Western Art Museum Curators Susan Barnett & Ashlea Espinal

Status: Non-Exempt / Seasonal

Summary: This internship provides experience to a student exploring a career as a curator or collections manager. The intern will gain broad experience working with collections, including improving storage, object condition reporting, object research and general museum practices. The Whitney Western Art Museum's primary goals are to improve collections storage for works on paper and research objects for the 2026 special exhibition: Buffalo Nation 250. Related database work will improve access to collections for staff and outside researchers. This project may involve the following tasks:

Job Duties:

- Inventory and condition-report artwork for Buffalo 250 exhibition, and note framing and conservation needs for bison-themed works in the WWAM collection. Make sure that all bison-related work is keyworded and added to WWAM Bison list.
- Inventory and organize works on paper in Vault A.
- Add new interleaving between works on paper.
- Sort and rehouse works on paper to maximize drawer and box space and house similar mediums and subjects together.
- Update inventory date, locations, subject terms and descriptions, and update thumbnail images with screen-resolution images in Argus.
- Coordinate with Exhibition Services and Facilities departments to help move objects to new vault, and update locations and condition in Argus collections database.
- Coordinate with Conservator and conservation interns to examine bison-related works that may need conservation and assess and remove acidic materials to stabilize objects.
- Coordinate with Plains Indian Museum to assist with inventory project if needed.
- Move work currently stored in Conservation to appropriate vaults.
- Other duties as assigned

Competencies:

- Demonstrated ability to work independently and collaboratively.
- Strong digital, communication, and writing skills.
- Attention to detail.
- General knowledge of museum practices.
- Ability to lift 25 pounds.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Open to advanced undergraduate or graduate-level students in museum studies, art history, library science, or related field.
- Interest in Collections or Curatorial work, with emphasis on works on paper.
- Knowledge of American art history and experience with photography is helpful.
- Familiarity with museum collections databases preferred.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.