Grand Rapids Art Museum Curatorial Internship – Winter/Spring 2022

Description: The Grand Rapids Art Museum’s Curatorial Department is responsible for the regular rotation of the permanent collection galleries as well as the organization and installation of special exhibitions throughout the year. The department is seeking an unpaid intern to assist with various aspects of exhibition development and related research. Interns may work on art and artist research, write didactic texts, and help prepare checklists and other exhibition materials. The intern will work closely with the Chief Curator, Assistant Curator, Lead Preparator, and Registrar as well as team members from a range of other museum departments including Communications, Learning and Creativity, and Advancement. A Curatorial internship is an excellent opportunity for students or recent graduates to explore interests in art, museums, and non-profit organizations.

Internship Period: One semester commitment with availability 15-20 hours per week during GRAM office hours (Monday–Friday, 9:00am–5:00pm). Exact schedule is negotiable based on intern’s needs. This internship will include both on-site and virtual work.

Duties include:
• Assisting in research and cataloging of works in GRAM’s collection
• Assisting with exhibition research, checklist management, and development of exhibitions
• Participating in Curatorial Department meetings and exhibition planning meetings
• Assisting with Curatorial Department administration

Qualifications:
• Currently enrolled students at the junior or senior level, graduate students, or recent graduates with coursework in art history, museum studies, non-profit or arts administration, or a related field.
• Excellent verbal and written communication skills
• Ability to work independently, thoroughly, and with attention to detail
• Familiarity with Office 365, including SharePoint, Word, Excel, PowerPoint, and Outlook.

Compensation: Interns are unpaid; however, students may receive academic credit. Students are responsible for making arrangements with their schools to receive credit for internships. Interns will receive complimentary GRAM Annual Membership.

Application Requirements: Please submit a resume and cover letter to intern@artmuseumgr.org.