



## Exhibition Internship

The Pasadena Museum of California Art seeks an enthusiastic intern to work closely with the Director of Exhibitions on the Museum's summer and fall 2018 exhibitions: *Grafton Tyler Brown: Exploring California*; *Judy Chicago's Birth Project: Born Again*; *Soul of LA: The Art of Ernie Barnes*; *Chris Engman: Landscape of Exposure*. The Exhibition Intern will assist with exhibition research, planning and installation, creating educational and interpretive materials, and may be required to conduct tours for staff, volunteers, and museum visitors.

**Time Period:** Summer 2018 or longer (through the 2018-2019 academic year)

## Learning Objectives:

The Exhibition Intern will gain a thorough understanding of the following:

- Manage an exhibition checklist
- Loan requests
- Interpretative text materials
- Installation layout and design
- Exhibition contracts
- Exhibition budgets
- Travelling exhibitions
- Fine art insurance
- Registration policies

## Requirements:

- Desire to work in the arts field
- Excellent communication skills
- A positive, can-do attitude
- Excellent research and writing skills, detail oriented
- Good organizational and follow-through skills
- Proficient in MS Word and Excel, as well as Dropbox (knowledge with digital technology is a plus)
- Must be mature, professional, a self-starter, and able to work with minimal supervision
- Courses completed in Art History or a related field
- Must be available to work a set number of hours from Monday - Friday between the hours of 9:00am-5:00pm

To apply, please submit your resume and a brief cover letter explaining your interest in this internship, relevant experience, and how this position will help to further your academic or professional goals. Email materials as one PDF to [info@pmcaonline.org](mailto:info@pmcaonline.org)

Applications are due by April 30, 2018.