

COLORADO SPRINGS FINE ARTS CENTER
INTERNSHIP OPPORTUNITY
Posted May 7, 2008

Position Title: Curatorial (Assistant) Intern

Position Reports To: Curatorial Assistant

Term: Flexible part-time – minimum two days/week; 150 hours total; May start

Compensation: school credit

The Colorado Springs Fine Arts Center is offering a part-time internship in the Curatorial department. Projects will be tailored to the experience and expertise of the individual. Typical activities include assisting the Curator and Curatorial assistant with on-going research on artists, objects, and specific exhibitions. Projects will include editing label copy, filing research information, and preparing for exhibitions. The successful candidate will also receive training in art handling and Art Systems Gallery Pro collections database.

Essential Duties/Responsibilities:

- Assist with research on artists, objects and upcoming exhibitions
- Responsible for filing research information
- Assist with exhibition related projects
- Other duties as assigned

Job Qualifications

- Bachelor's degree in Museum Studies, Art History, Studio Art or related field or Bachelor's degree candidates working toward school credit preferred
- Experience in art handling
- Knowledge of museum curatorial best practices
- Working knowledge of all Microsoft computer applications and museum databases

Note: this job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Please send cover letter, resume and three references to Patricia DeSimone, Human Resources, Colorado Springs Fine Arts Center, 30 West Dale Street, Colorado Springs, CO 80903, or email to pdesimone@csfineartscenter.org. **Position will remain open until filled.**