

Purdue Galleries
Exhibitions Intern
Job Description

Job title: Exhibition Assistant

Purpose of Internship: to assist the director and collections/facilities manager with planning, preparing, installing, and deinstalling exhibitions.

Job Responsibilities:

1. Work with the director, collections manager, and/or curator to determine scheduling, installation needs, and timeline for exhibit preparation.
2. Maintain work/storage room.
3. Assist with preparation, installation, maintenance, and de-installation of exhibitions.
4. Assist with supplies inventory.
5. Assist with transportation and handling of artwork, objects, exhibition fixtures, and signage.
6. Provide instruction and assistance to exhibiting artists for their installations, including training, troubleshooting, and best practice art hanging methods.
7. Other duties as assigned; evening and weekend hours required.

Goals:

1. Provide intern with experience in the following:
 - a. Expose interns to professional careers available in a museum environment, such as preparators, curators, and exhibition technicians.
 - b. Provide the opportunity to work as a team toward presenting a robust exhibition schedule.
 - c. Provide intern with a set of skills to apply beyond graduation, such as:
 - i. Object handling standards
 - ii. Implementing exhibition plans
 - iii. Understanding basic installation concepts and best practices
 - iv. Care and handling of works of art, exhibition furniture and moving equipment
2. Provide Purdue Galleries with the human resources necessary to manage exhibition duties during the course of the academic year.