

**Position Title:** Collections Intern  
**Type of Employment:** Part-time  
**Duration:** Semester, possible ongoing opportunities  
**Work Week:** 10-15 hrs/week (during business hours)  
**Work Location:** LeMoyne Center for the Visual Arts  
**Worksite Address:** [www.lemoyne.org](http://www.lemoyne.org)

LeMoyne Center for the Visual Arts *Internships* are designed to offer students amazing opportunities in programs ranging from arts administration, exhibition and collections, programming, education, membership and fundraising, marketing and public relations, historic preservation and conservation, volunteer management and graphic design, for undergraduate and graduate students of Arts Administration, Art History or Museum Studies, Visual Communications, Journalism and more!

As a *collections intern*, you will be fully integrated into the curatorial work under the direction of the curator and be involved in stages of research (provenance and art historical), organization and maintenance of permanent collection. Candidates must be available weekdays, have an interest in learning gallery/museum collection procedures and have the ability to work independently. Solid research and documentation experience, good organizational and time management skills are required.

Applicants must attach a cover letter that addresses the candidate's interest in the internship along with a resume and names of three references.

#### **Essential Duties**

1. Assist in the functions of the department and with all tasks addressing the conservation needs and treatment program for paintings, sculpture, and works on paper in the collections in partnership with the curator.
2. Assure the collection and gallery shop artwork inventory records for LeMoyne are accurate and updated within a database, as well as organize storage facility and develop filing system for collections and artists.
3. Collaborate with the curator to develop and present resources and programs relating to the interpretation of the collections and special exhibitions for the public, including gallery texts, publications, lectures, electronic media and docent training.
4. Research and develop lists of artwork for *Business Loan Program* and *Art on the Road*.
5. Work with the curator and executive director to prepare content for the LeMoyne website and quarterly newsletter, highlighting permanent collection, events, exhibitions, artists, programs and services.
6. Interact with the LeMoyne staff, members and volunteers, the public, visiting scholars, students and other LeMoyne constituents to exchange information on the exhibitions.

#### **Education and Experience**

1. Undergraduate or graduate student of Arts Administration, Art History, Design History or American Studies.

#### **Skills & Abilities**

1. Ability to solve problems and regularly exercise discretion and independent judgment.
2. Ability to be a team player in active and diverse office environment.
3. Well-developed research and organizational skills.
4. Self-directed; ability to take initiative and anticipate actions needed; excellent interpersonal skills.
5. Ability to be organized, juggle multiple tasks and meet deadlines.
6. Proficiency with Microsoft Office: Word, Excel and PowerPoint.

Please send cover letter, resume and references to:

**KC Williams**

**Curator**

**LeMoyne Center for the Visual Arts**

**125 N. Gadsden Street**

**Tallahassee, FL 32301**

[curator@lemoyne.org](mailto:curator@lemoyne.org)