



COLLECTIONS MANAGEMENT INTERN

Start Date: Winter 2015 / Spring 2016 / Summer 2016
Department: Collections
Reports To: Kara Smith, Curatorial Assistant; Amy Owen, Curator

The purpose of the collections management internship is to work closely with various aspects of maintaining a permanent artwork collection, including physical inventory of the permanent collection, maintenance of the archival artist files, documenting artwork conditions, and database management.

Primary Responsibilities:

Conducts primary functions of collections management in accordance with museum standards:

- Assists with physical care of the permanent collection, including but not limited to art cleaning and documenting condition of artwork
- Assists with artist physical and digital archiving and filing system protocols and maintenance, including database updates
- Assists with documentation photography, formats digital images, and updates Filemaker Pro 11 with collection images as necessary
- Provides supports and conducts other duties for the Curatorial Department as needed

Skills and Qualifications:

- Completed course work in art history, contemporary art or related field such as library/organizational sciences preferred
- Strong computer and digital camera skills; basic understanding of FileMaker and Word recommended
- Some experience in collections or information management preferred
- Self-directed, resourceful, and detail-oriented

Hours and Time Commitment:

8-15 hours per week (flexible), 3 month minimum commitment

Contact:

Please submit a resume and a brief letter of interest to Kara Smith, kara@dirosaart.org, with the subject line "Collections Management Intern" or mail your application to: di Rosa, 5200 Sonoma Highway, Napa, CA 94559