

ASHEVILLE ART MUSEUM

Collections Management Internship

Institute of Museum and Library Services (IMLS) / Asheville Art Museum Architectural Records Stewardship
Summer 2023

Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Primary Purpose: To aid curatorial and registration staff to accomplish critical tasks associated with the IMLS Architectural Records Stewardship which includes organizing its collection of architectural drawings and objects related to architects Douglas D. Ellington and Richard Sharp Smith. From these experiences, the intern will enhance their knowledge of curatorial and Collections practice, object research, and arts management.

Essential Functions

- Work with curatorial and registration staff to manage the day-to-day operations of inventorying, documenting, and organizing the architectural records. The Museum holds 4,700+ architectural drawings and ephemera that document the built environment of Asheville and its surroundings by Richard Sharp Smith (and Albert Heath Carrier) and Douglas D. Ellington.
- Work with curatorial and registration staff inventorying, photographing, and cataloguing objects for EmbARK, the Museum's collections management database.
- Use a DSLR camera for photography of the architectural drawings and ephemera; processing of image files, including proper file storage and editing of images in Adobe Photoshop; application of metadata using Adobe Bridge; entering of information into and linking image to EmbARK; tracking of technical links from EmbARK to the Museum's online publicly searchable database WebKiosk.
- Work with curatorial and registration staff to bring the 4,700+ architectural drawings and ephemera online through WebKiosk-the publicly accessible interface of EmbARK, including preparing/uploading images; assigning keywords/search terms to object records; and assuring accuracy of physical descriptions of objects, including dimensions and media.
- Safely handle objects for photography and cataloguing.
- Other duties as assigned.

Eligibility/Qualifications: Candidates must be current undergraduate student or recent graduates (i.e. no more than 12 months since graduation) in American art history, American history, library sciences, archives, or a related field. Candidates must have strong research skills; and be organized, proactive, and self-motivated. Excellent writing and computer skills are desired, particularly with digital media, spreadsheets, and databases. Candidates must be able to receive and report taxable income for the duration of the internship.

Schedule: TBD with curatorial staff, approximately 12-16 hours, not to exceed 120 hours.

Stipend: \$10/hour, not to exceed \$1,200

To apply: Send resume, cover letter, and three references to mailbox@ashevilleart.org with “IMLS Architectural Records Stewardship Collections Management Internship” in the subject line. Applications will be accepted until March 16, 2023.

Equal Employment Opportunity: The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion: The Asheville Art Museum’s vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.