

ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org
PO Box 1717 | Asheville, NC 28802-1717

Collections Management Internship

National Endowment of the Humanities: American Rescue Plan Grant / Object Collections Access Project
Spring 2022

Primary Purpose: To aid curatorial and registration staff to accomplish critical tasks associated with the Object Collections Access Project which includes collections management and research of 800 3-dimensional objects in the Asheville Art Museum's Collection, with particular focus on self-taught artists, the craft revival, studio craft, and Indigenous artwork by the Eastern Band of Cherokee Indians (EBCI). From these experiences, the intern will enhance their knowledge of curatorial and Collections Management practice, educational theory and practice, art handling/exhibition development, object research, and arts management.

Essential Functions

- Work with registration staff to perform aspects of registration work relating to entering research into EmbARK, the Museum's collections management database.
- Work with curatorial and registration staff to bring the Collection online through WebKiosk—the publicly accessible interface of EmbARK—including preparing/uploading images and explanations of artistic media/processes; researching, developing, and uploading biographical materials; assigning keywords/search terms to object records; and researching/adding links to other websites for visitors to further explore.
- Work with curatorial and registration staff in finalizing Non-Exclusive License Agreements, including contacting artists and/or estates about agreements and biographical information to best understand the artist, with a particular interest in how artists identify themselves regarding gender, race, and sexuality.

Eligibility/Qualifications: Candidates must be current undergraduate student or recent graduates (i.e. no more than 12 months since graduation) in art history, American art history, American history, craft history, interdisciplinary studies, material culture, or a related field. Candidates must have general art-historical knowledge, preferably in American art or material culture; 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 12-15 hours, not to exceed 160 hours.

Stipend: \$12/hour, not to exceed \$1,920.

To Apply: No later than March 1, 2022, candidates should submit all required application material for an internship at the Asheville Art Museum (more information at

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<https://www.ashevilleart.org/about/careers/intern/>) as well as include the following additional information in their letter of interest:

1. Describe how your academic/research interests align with the Museum's [Object Collections Access Project](#).
2. Outline how the collections management internship will help you further your career goals.