

ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

Part-Time Curatorial Intern

Elmhurst Art Museum is seeking a highly motivated Curatorial Intern to work closely with the Exhibitions and Collection Manager compiling information and materials about the artists involved in the exhibits, and gathers support materials for the exhibit.. The ideal candidate would work two days (approximately 14-16 hours) per week.

About EAM:

The Elmhurst Art Museum is an equal opportunity employer. Located 25 minutes from downtown Chicago by car or train, the Elmhurst Art Museum features rotating contemporary art exhibitions, a rare single-family home designed by Mies van der Rohe, and frequent educational programs. It is a destination for school groups, families, and others interested in enriching their lives through art and design.

Qualifications:

- Bachelors degree in Art, Art History, Curatorial Studies, Museum Studies, or related field.
- Excellent organizational skills and strict attention to detail required
- Strong written and verbal skills
- Previous experience in the arts is a plus
- Ability to work in a fast paced environment.
- Knowledge of Past Perfect Software is preferred
- Knowledge of Adobe Illustrator, InDesign and Photoshop is preferred
- Ability to work a flexible schedule that may include evening and weekend assignments

Duties:

- Provide research assistance for upcoming exhibitions
- Assist with coordinating exhibition-related public programs
- Take care of the various tasks and maintenance of the current exhibitions
- Help the Exhibitions Manager to update the cataloging of the collection in Past Perfect Software.
- Draft letters to artists and associates at other museums and galleries
- Draft well-written and researched social media entries and other publicity materials
- Assist our staff members with guided exhibition tours
- Research potential museum acquisitions
- Prepare documents and presentations for internal meetings
- Assist our staff with transferring exhibition data from our old website to our new website

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Contact:

To apply, please email the following to sarah@elmhurstartmuseum.org by **July 25, 2022**:

- Cover Letter
- Resume
- 1-2 writing samples

Please reference the position title/department in the subject line. Only qualified candidates will be contacted.