

## CURATORIAL INTERNSHIP

<p><b>Position Title</b></p>	<p>Curatorial Internship</p>
<p><b>Position Summary</b></p>	<p>The Miller Art Museum invites applications for its Summer 2026 Curatorial Internship — a 10-week, project-based experience designed for college juniors and seniors, graduating seniors, and currently enrolled graduate students seeking real-world experience in the art museum field.</p> <p>Based in Door County, Wisconsin, this hands-on position offers a formative opportunity to contribute directly to the museum's pursuit of excellence in collections management, exhibition practice, and museum readiness. The intern will play a vital role in expanding and refining museum spaces, advancing the presentation of high-quality exhibitions, and collaborating with curatorial staff and a master artist to realize works according to exacting professional standards. Through meaningful projects, research, and outreach opportunities, the intern will gain a broad and practical understanding of museum work within a professional art museum setting.</p> <p>The intern is supervised by the executive director and will work alongside and collaborate with the curator and other museum staff, paid and volunteer, as needed. A background or coursework in museum studies, arts management, collections management, art history, studio art, or a related field is required.</p>
<p><b>Specific Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• <b>Exhibition Installation:</b> Installation and deinstallation of ongoing exhibitions following museum best practices: Assist with the preparation and execution of all phases of exhibition changeover. This includes unpacking, condition checking, and handling works of art with adherence to museum standards of care; preparing walls and display environments through painting, patching, labeling, and lighting adjustments; fabricating or adjusting mounts and pedestals; and ensuring proper documentation and safe storage of deinstalled works. Interns will gain practical knowledge of the logistical, physical, and interpretive considerations that shape the presentation of exhibitions in a museum setting.</li> <li>• <b>Exhibition Construction:</b> Fabricate custom wooden stretcher frames to artist's exacting specifications.</li> <li>• <b>Permanent Collection:</b> Support collections projects.</li> <li>• <b>Research and write a 750-word column</b> for the local newspaper.</li> <li>• <b>Perform basic administrative duties</b>, including answering phone, volunteer scheduling, mailings, running errands, and <b>other duties as needed</b>.</li> </ul>
<p><b>Education and Work Experience</b></p>	<ul style="list-style-type: none"> <li>• Upper level undergraduate or graduate student</li> <li>• Prior work or volunteer experience working for or with a nonprofit visual arts or cultural organization/museum a plus</li> <li>• Passion for the visual arts, and a genuine interest in the Miller Art Museum's mission</li> </ul>

<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Familiarity with (or eagerness to learn) museum and gallery art-handling standards.</li> <li>• Strong attention to detail, organizational skills, and problem-solving mindset.</li> <li>• Self-motivated, adaptable, and able to "pivot" gracefully between tasks.</li> <li>• Experience in carpentry, painting, framing, and art handling.</li> <li>• Comfortable working independently as well as collaboratively.</li> <li>• Ability to lift 30-50 lbs, climb ladders, and work in both gallery and workshop environments.</li> <li>• Mindful of and practice safety protocol for self and others.</li> <li>• Ability to build trusted relationships and be an effective ambassador</li> <li>• Self-motivated and results-oriented; can independently take initiative, manage time effectively, prioritize workloads, and work under deadlines</li> <li>• Maintains excellent relationship-building and interpersonal skills</li> <li>• Stellar written and oral communication skills</li> <li>• Work collaboratively as a team member</li> <li>• Frequent standing, walking, and sitting and the ability to lift 25 lbs.</li> <li>• Valid driver's license and the ability to travel to off-site, if needed</li> </ul>
<b>Position Reports To</b>	Executive Director
<b>Position Status</b>	Temporary/project-based
<b>Wage</b>	\$3,000
<b>Schedule</b>	Flexible (20+ hours per week), to be determined
<b>To apply</b>	To apply, send a brief letter of interest describing relevant skills and goals, your resumé, and the names and contact information for two (2) references to <a href="mailto:employment@millerartmuseum.org">employment@millerartmuseum.org</a> and include 'Curatorial Internship' in the subject line. Applications will be accepted and reviewed until the position is filled.