

# Curatorial and Collections Internship

## Job Description

**Title:** Curatorial and Collections Intern

**Reports to:** Carlie Wilmans, Director

**Status:** Unpaid Internship

**Time:** 8 hours a week (flexible scheduling), 1 semester commitment

### About The 500 Capp Street Foundation

The 500 Capp Street Foundation was established in 2009 to preserve and make accessible the home of the late Bay Area conceptual artist David Ireland. In addition to preserving the property, the Foundation plans an Artist in Residency Program, a 500 Capp Street Public Program, and a permanent archive of the work of David Ireland, including personal papers, various publications and the entire body of his paintings, sculptures, and works on paper.

### Position Summary

The Curatorial Intern will be an integral part of the planning and execution of exhibitions at 500 Capp Street, as well as assisting in the care and maintenance of the collection. The Curatorial Intern will assist the Guest Curators and Director with research and development of current and upcoming exhibitions within the house and the Artist in Residency. The intern compiles information and materials about the artists involved in the exhibits, and gathers support materials for the exhibit. The intern will also assist in maintaining condition reports on all objects and simple data entry regarding the collection.

### Position Requirements:

- Currently enrolled or recently graduated from a graduate program in art history, museum studies, curatorial practices or a related field
- Ability to commit 8 hours minimum a week
- Basic knowledge of, and experience with, current practices and innovations in museum collections management is preferred
- Computer proficiency, preferably with Mac devices and experience with collection management databases
- Exceptional artistic judgment
- Dedicated team player with strong leadership skills and independent, creative attitude
- Previous knowledge or understanding of David Ireland's work or Bay Area conceptual art is preferred

### Essential Job Functions:

- Assist in the inventory and condition checks of the Foundation's collection and prioritize collection care needs
- Maintain and enhance collections records and files, both paper and electronic. This includes the reconciling of disparities between physical and electronic files
- Assisting with the updating of the file system, with an eye for curatorial and research needs
- Assisting in the creation of an archival system for catalogues, press, and slides
- Opportunity to collaborate with staff and the guest curators on exhibition planning
- Undertakes other assignments as designated by the Director

### Physical Demands and Work Environment:

Mobility and sensory capability required for the care of the artwork, computer utilization, telephone access and communication, communication one-on-one and in meetings. This is an unpaid position. No benefits, as this is a volunteer position. Inquire for more details.

### Application Procedure:

Please submit a resume and letter of interest to: [Jessica@500cappstreet.org](mailto:Jessica@500cappstreet.org)

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