

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Studio Practice Fellow, Conservation and Matting and Framing Studio
Academic Level:	Graduate (MFA)
Supervisor:	Karen Willis
Department:	Conservation
Dates of Internship/Fellowship Term:	June 5-August 11, 2017

Project Overview:

The purpose of this internship is to teach and develop the skills of archival matting and framing. Activities are structured to provide the student with a museum-based studio experience producing work for a dynamic exhibition and loan schedule. Exercises are designed to utilize studio arts training, refine bench skills, and present new technical challenges to resolve.

- Assist the framing technicians in preparing mounting materials, boards, acrylic, and framing stock for use.
- Participate in general studio duties: storage/inventory updates, re-shelving frames, shipping, and other tasks as assigned.
- Attend matting and framing production meetings with technicians and curatorial staff.
- Support professional development activities offered throughout the semester.

Learning Goals and Objectives:

This experience will prepare the student for an entry-level assignment in a matting and framing studio. It will demonstrate how artworks are prepared for display, the workflow of a key museum department and the practice of inter-departmental collaborations.

- To develop a familiarity with the hand tools, studio equipment, and methods used in archival matting and framing practices.
- To research standard archival materials and understand the purpose of using these specialized products.
- Strengthen time-management, collaboration, and project development skills.
- To understand the responsibility of stewardship for a world-class art collection. To be involved with producing well-crafted display materials for amazing artworks!

Skills, Knowledge and Abilities:

- Candidate should be pursuing graduate study in the studio arts field with competencies in 2D / 3D techniques.
- Proficient basic drafting, measuring, and cutting skills required. Methodical working style with exacting attention to detail is essential.

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- Bench work required. Applicant should be able to stand for several hours if needed.
- The capability to move and lift items up to 40 pounds will be beneficial.
- Strong organizational and time management abilities are required. Proficiency with Excel software preferred.

Education and Eligibility

- Students currently enrolled in a graduate program or who recently completed (within one year) a Master's degree or Ph.D. are eligible for this opportunity.

Anticipated Schedule:

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 5 and should be completed by Friday, August 11, 2017. *If necessary, hours/days missed can be made up by Friday, August 18, 2017.*
- Monday through Friday: 9:00am to 5:00pm (with one hour lunch break)
- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Each week includes a two-hour "brown bag" lunch – some at the MFAH main campus, some at other MFAH buildings, some special venues. During these weekly professional development opportunities, MFAH interns and fellows convene to learn about different aspects of the museum's operations.

Graduate Fellowship Stipend:

- Summer graduate fellows receive a \$4900 stipend (\$14/hour) for the 10 week summer internship.

Application Instructions and Deadline:

Please submit the following materials to interns@mfaah.org.

- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé
- Studio Art Portfolio / Digital files preferred

When submitting application materials, please include the name of the internship or fellowship, in the subject line of your email. The deadline for applications for the MFAH Summer 2017 Internship and Fellowship program is **Friday, March 10, 2017**.