

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Asian Art Intern
Academic Level:	Undergraduate
Supervisor:	Amy Poster, Interim Curator, Asian Art; Beatrice Chan, Curatorial Assistant, Asian Art
Department:	Curatorial
Dates of Internship/Fellowship Term:	June 5-August 11, 2017

Project Overview:

The Asian Art department requests an intern to assist the curator primarily with collection-based research, including conducting provenance and object history investigations and standardizing information to be presented on the Online Collection Module. The intern will also assist in research and planning regarding rotations in the galleries of Asian Art. The Asian Art intern will be responsible for a gallery critique and a written report.

Learning Goals and Objectives:

- Intern will have the opportunity to familiarize themselves with the processes of object acquisition, authentication, and research that is integral to the day-to-day of a museum curator.

Skills, Knowledge and Abilities:

- Familiarity with Asian Art (survey course, and preferably one specialized course in either Japanese, Chinese, or Indian art).
- French, or an East Asian language is a benefit
- Familiarity with database system (The Museum System)
- Detail-oriented, organized and self-motivated
- Ability to communicate adeptly across departments and willingness to work within an office community

Education and Eligibility

- Students currently enrolled in an undergraduate program or who recently completed (within one year) a Bachelor's degree 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 to 5 pm (with hour-long lunch).

MFAH Internship/Fellowship Description

- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)

Unpaid/Academic Credit Internship:

- **Academic Credit:** Students wishing to earn academic credit do not qualify for a stipend and are responsible for ensuring all necessary paperwork is complete with your college/university. If MFAH personnel (University Programs Specialist and/or Intern/Fellow Supervisor) must complete paperwork (verify time-logs, evaluation, etc.), it is your responsibility to bring the paperwork to the MFAH's attention. Additionally, your college/university may have fewer or greater requirements for academic credit. If fewer requirements, you acknowledge the need to abide by the MFAH's requirements. If greater requirements, you acknowledge the need to inform the MFAH, and you understand the MFAH may or may not guarantee compliance with requirements of other institutions.
- **Unpaid Internship:** By agreeing to an unpaid internship, you acknowledge the internship will not constitute employment and no stipend will be provided.

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
- Unofficial Transcript
- Short Writing Sample, appx. 1500 words

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**.