

MFAH Internship/Fellowship Description

Intern/Fellow Title: IFPDA Curatorial Intern, Prints & Drawings

Academic Level: Undergraduate or Graduate

Supervisors: Dena M. Woodall, Curator, and Melinda Narro, Curatorial Assistant, Prints & Drawings

Department: Prints & Drawings

Dates of Internship/Fellowship: June 6–August 12, 2022

Project Overview

- This opportunity, funded by the IFPDA Foundation, recognizes the importance of early career exposure to prints and printmaking for cultivating the next generation of scholars and curators in the field of fine prints. The Prints & Drawings department is offering the intern/fellow the prospect of assisting the curator with developing themes and researching modern and contemporary prints for upcoming installations in the Museum's Nancy and Rich Kinder Building. The intern/fellow will also contribute to the interpretive materials for these object-based installations.
- With the aid of the curatorial assistant in the Prints & Drawings department, the intern/fellow will plan and execute four interactive tours on 18th-century and early-19th-century American prints and printmaking techniques for middle school students attending the Bayou Bend Summer History Camp.
- The intern/fellow will conduct provenance research on objects in the department to update entries in The Museum System (TMS) and curatorial files.
- The intern/fellow will also assist in all aspects of department operations. The intern/fellow will participate in various stages of exhibition planning, including creating checklists; conducting research; writing and editing didactic material; participating in design and installation; and generating original content for social media. The intern will also conduct independent research about works on paper in the department; assist in maintaining the department's object and artist files; update information for the department's page on the MFAH website; and update information about works on paper that will be visible in the Museum's online catalogue.

Learning Goals and Objectives

- This internship will provide invaluable practical experience to an individual interested in a career at an art museum, including training in art historical research and writing; art handling and storage procedures; and The Museum System (TMS), a collection management database. The intern/fellow will work in the MFAH Works on Paper Study Center, the only facility of its kind in the American Southwest, and will work closely with the center's staff.

Skills, Knowledge and Abilities

- Bachelor's or master's degree in art history preferred
- Reading knowledge of a foreign language (French, German, Italian, or Spanish) preferred
- Strong research, organization, and multitasking skills
- Computer literate, with working knowledge of Microsoft Office
- Excellent verbal and written communication skills
- Pleasant, professional manner when interacting with staff and (as necessary) the public
- Interest in, or experience with, works on paper preferred

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Education and Eligibility

- Students currently enrolled in an undergraduate or graduate program or who recently (within one year) completed a bachelor's or master's degree in art history (strongly preferred) or a related discipline 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 6, and should be completed by Friday, August 12, 2022. *If necessary, hours/days missed can be made up by Friday, August 26, 2022.*
- Monday through Friday, 9 a.m. to 5 p.m. (with hour-long lunch)
- Summer interns have the opportunity to participate in additional professional development programs as part of a cohort of interns and fellows.

Internship/Fellowship Stipend

- For the 10-week internship, the intern/fellow will receive a \$3,000 stipend, generously funded by the IFPDA and distributed bimonthly.

Application Instructions and Deadline

Submit the following materials to interns@mfah.org* by **Friday, May 13, 2022**.

- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
- Résumé/CV
- Additional materials requested:
 - Writing sample (10-page limit)

**When submitting application materials, please include your last name, and the name of the internship or fellowship, in the subject line of your email.*

Notification

Notifications will be sent out on **Friday, May 27, 2022**. *Only applicants who are selected for an interview will be contacted.*

Equal Opportunities for All

At the MFAH, we believe that diversity, equity, accessibility, and inclusivity are fundamental to our organization. We welcome all applicants whose experience and interest has prepared them to consider this opportunity and support our organizational commitment to workplace diversity, inclusion, and excellence.

Our commitment to our policy and practice of nondiscrimination represents more than good intentions. It provides for selections and decisions that are made without regard to race, creed, color, age, gender, sexual orientation, religion, national origin, gender identity or expression, genetic information, disability, or veteran status, or any other protected characteristic as established by law or any other reason unrelated to your ability to join and contribute to our organization and support our mission to provide a museum experience for all.

The MFAH is equally committed to the full inclusion of all qualified individuals interested in opportunities with the organization. As part of this commitment, we want to ensure that persons with disabilities are provided reasonable accommodation needed to 1) participate in the application process or 2) the interview process; 3) perform essential functions; and/or 4) participate in the benefits and privileges of an opportunity with the MFAH. If reasonable accommodation is needed, please contact the human resources department:

HR@mfah.org