

Curatorial Intern (Registrarial Focus)

Department:	Curatorial Department
Reports to:	Registrar
Term:	September 2017 – December 2017 (With potential to continue depending on department needs)
Hours:	1-3 days per week – Minimum 8-12 hours per week; (Additional days may be requested during 10/23-11/9 based on schedules)
Type:	Internship
Compensation:	Experience and/or college credit only
Review Date:	Application reviews beginning 9/5, with a determination made soon thereafter.

Bellevue Arts Museum is a leading destination in the Pacific Northwest to experience art, craft, and design. BAM engages the community through exhibitions, programs, and publications, featuring regional, national, and international artists. BAM is a non-collecting institution that focuses on internally curated, collaborative, and travelling exhibitions.

Position Summary

Bellevue Arts Museum is seeking an individual for an internship in the Curatorial Department to assist the Registrar (and other Curatorial staff) for current and upcoming exhibitions. Primary responsibilities will include curatorial assistance for *Making Our Mark* (Opens 11/10), including install logistics and registrarial documentation. This may also include communication with artists, lenders, and the public about specifics related to the exhibition. Additional curatorial duties involve the finessing of exhibition records and label copy to ensure continuity across museum records, spreadsheets, and both physical and digital repositories. Tasks may be altered according to departmental needs, both short and long term.

Key Responsibilities

- Learn registrarial practices in line with national museum standards.
- Create registrarial documentation in conjunction with Registrar.
- Assist in incoming artwork delivery logistics w/artists, lenders, etc.
- Determine and solve problems as they arise related to large-scale exhibitions.
- Liaison with artists, lenders, and BAM staff as needed.
- Maintain accurate records on server and in database, primarily utilizing Excel.
- Establish continuity across internal spreadsheets and external communications.
- Determine long-term archival exhibition requirements, with the possibility of assisting in Curatorial archiving based on long-term departmental needs.
- Work with BAM's Curatorial Department, other staff, and volunteers as needed.
- Handling artwork according to museum standards, with staff supervision.
- Other duties as assigned.

Requirements & Qualifications

- Organized with strong attention to detail, including data entry and creating spreadsheets.
- Ability to study and research exhibitions, artists, and nonprofit organizations
- Professionalism in communications within the arts community, and responsive via email.
- Demonstrated interest in curatorial affairs and passion for art, craft & design in many forms.
- Experience using MS Office programs including Outlook, Word, Excel;
- Self-starter, motivated, and able to work independently.
- Degree or student pursuing degree in the Visual Arts, Museum Studies, or Archival Science.

To Apply

To apply, please email your resume and a list of 2-3 references along with a brief letter of interest to Andrew Walsh (Registrar) at andrew@bellevuearts.org, with "INTERN APPLICATION" as subject.