

ARCHIVE + CURATORIAL INTERN

INTERNSHIP DATES

Summer Semester | June - August

Opportunity for position to continue through fall. Class-credit available with proper paperwork provided by the intern.

FLEXIBLE SCHEDULE

Approximately 10-15 hours per week; positions will primarily work in person, with some flexibility for remote work. Some nights or weekends might be required.

DESCRIPTION

The UMLAUF Sculpture Garden + Museum is seeking a motivated intern to assist in our Curatorial Department. This position will provide direct experience in a working museum archive and is a great way to enter the arts community of Austin.

Tasks include:

- Scan and digitize archive materials
- Assist with the development of strategies for managing a digital archive
- Organize physical and digital archive materials
- Write and edit copy for archival web pages
- Make website updates

Qualifications:

- Proficient in Adobe Photoshop
- Excellent organization skills
- Strong writing skills
- Strong attention to detail

TO APPLY

Please complete our Application Form and submit a resume & cover letter [online here](#).

