

# ARCHIVE + CURATORIAL INTERN

## INTERNSHIP DATES

Fall Semester | September - December

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

## FLEXIBLE SCHEDULE

Approximately 10 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 submit a resume, cover letter, writing sample, and three references (along with your class schedule if applicable) to [collections@umlaufsculpture.org](mailto:collections@umlaufsculpture.org).

