

Curatorial Intern—Registrar

The Registrar Intern is a part of the Hudson River Museum’s Curatorial Department. Reporting directly to the Registrar, the intern will receive training and be assigned various exhibition and collections tasks including, but not limited to, the following:

Exhibitions

- Using Microsoft Word and Google Docs, update checklist information including dimensions, credit lines, and insurance values
- Update shipping list including packing/crating/handling requirements as noted by lender
- Assist Registrar with form preparation for object receipts and condition reports
- File documents into lender files

Collections

- Inventory and catalog “found-in-collection” and “non-accessioned” items as assigned
- Assign object numbers and physically number objects
- Utilize the collections database (TMS) to create and locate object records
- Take record snapshots of objects to be added into the collections database
- Assist with historic housekeeping in Glenview
- Light art handling, under supervision

By conclusion of the internship, the Registrar Intern will have achieved knowledge of standard registrarial and collections duties including: preparing for incoming loans; knowledge of cataloging procedure; safe art handling techniques; proficiency in the TMS database.

Interested candidates should send a resume and cover letter in PDF format to Laura Vookles, Chair of the Curatorial Department at lvookles@hrm.org.