

The Stark Museum of Art and The W.H. Stark House is offering a one year internship in the Collections and Exhibitions Departments, starting May 30, 2018. The internship is full time and paid with group medical insurance after waiting period.

Must be able to **commit to the entire time period:** May 30, 2018 through June 3, 2019

The Stark Museum of Art houses one of the nation's most significant collections of American Western Art. The W.H. Stark House is a historic house museum depicting the lives of Miriam Lutcher and W.H. Stark in Southeast Texas during the late 1800s and early 1900s. Both museums are programs of the Nelda C. and H.J. Lutcher Stark Foundation. The Nelda C. and H.J. Lutcher Stark Foundation is a nonprofit corporation that operates exclusively for charitable and educational purposes. The Foundation carries on its legacy with the programs of Shangri La Botanical Gardens and Nature Center, The W.H. Stark House, the Stark Museum of Art, the Lutcher Theater, and the Miriam Lutcher Stark Contest in Reading and Declamation, as well as through support of charitable program and organizations in and around Southeast Texas that focus on education, health care, social needs, community enhancement, and arts and culture.

Duties: The collections and exhibitions intern will be report to the Registrar, Stark Art & History Venues, but will work with the Exhibitions and Collections Manager of the Stark Museum of Art. For more information about our organization: www.starkculturalvenues.org

Within collections and registration the intern will work on updating records in the collection management system, **The Museum System**, including entering any supplementary materials for both the Museum and House; learn how to fully accession an object(s); assist the web publishing team with preparing object information to go online; archival numbering of 3-D objects at The W.H. Stark House; take part in ongoing re-housing and reorganization of storage at the Stark Museum of Art and The W.H. Stark House.

The intern will assist in all aspects of all installations and de-installations of exhibitions and permanent collections at the Museum and The W.H. Stark House. He/she will assist the Exhibitions and Collections Manger with any preparation work prior to any installations; some design work; formatting, printing and mounting labels for exhibitions and permanent gallery installations.

Benefits: Through this internship he/she will gain practical knowledge about a collection management system, as well as how registration technology impacts the mission of a museum; will learn about preservation and preventative maintenance in an active art museum and historic house, as well as essential skills about organizing and installing an exhibition.

Minimum Requirements: Undergraduate degree from a college/university in Art History, History, Museum Studies, Anthropology or related field. Applicants must be detail oriented, enthusiastic and have excellent computer skills. Mount making experience and Adobe Photoshop skills will be a bonus.

Physical Demands: Most work is performed in a climate controlled environment. Ability to push, pull, lift, and carry 10-50 lbs short distances; climb step stools and carry objects up stairs.

Vision requirements needed are color vision and the ability to adjust focus. Wear gloves and be able to perform delicate operations when dealing with fragile objects. Have good, clear communication skills both verbally and written and able to understand spoken communications. While performing the duties of this job, the intern is required to reach with hands and arms, stoop and see.

Application Process: Send Resume, cover letter and contact information for three references to, Barbara Borawski @ bborawski@starkfoundation.org in Human Resources. Please put Collections Intern in the subject line. Deadline March 20, 2018

Job Type: Full-time temporary, duration 5/30/2018 – 6/3/2019-6

Compensation: \$12.00/hour (\$25,000/annually)

Deadline: March 20, 2018

Organization: Stark Art & History Venues

Contact: Barbara Borawski
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