The Artists Archives of the Western Reserve is currently accepting applications for a paid Summer internship position offered through **Studio in a School’s 2017 ARTS Intern program**. The position will be approximately 35 hours a week and will run June 12 - August 11, 2017. Please read the complete internship description listed below for further information and visit Studio in a School’s ARTS Intern program listing: <http://www.artsintern.org/>. For more information on the host organization, Artists Archives of the Western Reserve, please visit [www.artistsarchives.org](http://www.artistsarchives.org)

**Arts Intern Program: Overview**

<http://www.artsintern.org/about.html>

Since its inception in 1999, the Arts Intern program has provided an exciting opportunity for college undergraduates to learn about nonprofit professions, through internships in museums and cultural institutions. The program seeks candidates with demonstrated financial need and encourages applicants from diverse cultural backgrounds.

Organizations host interns in meaningful positions in many different departments, including curatorial, education, marketing, development, collections, and special events. Interns will have time-bound assignments and individual projects that will be presented at the conclusion of the internship.

Internships last 9 weeks and interns work 35 hours a week. Interns will be paid $11.00 per hour. Upon completion of final reports and submission of final documents, interns will receive a $250 stipend. Please note that in order to be paid the full amount, students will need to comply with all the objectives and requirements of the internship program. ​

We have weekly visits to cultural institutions that offer behind-the-scenes looks at museum operations, presentations by senior staff and curators, and panels featuring young museum professionals.

This pay is contingent upon submittal of all weekly paperwork, attendance at museum visits, and two required reports. Interns are required to complete a final research project pertaining to their intern position. This internship also includes written reports that may need to be completed beyond the usual workplace hours. Students should be prepared for a summer experience that is more than just a job!

**Position Description: Assistant Registrar Intern**

<http://www.artsintern.org/aawr-assistant-registrar.html>

The Artists Archives is in the midst of a yearlong project to examine all of the works in its collection, and update the individual storage, documentation, and previously-entered data on said works. The intern will work with the Director and Registrar to learn how to examine and make a condition report, document work through photos, prepare objects for storage, enter subsequent data into software, and generate final reports.

Through this first part of the summer, the intern will develop an understanding of how small museums function. Then he/she will be assigned an individual artist’s work to catalog as an independent work. The unique collaborative and independent nature of this internship will allow the intern to learn all aspects of cataloguing, handling, and storing works of art.

**Internship Qualifications:**

The Assistant Registrar Intern must have basic knowledge of Photoshop and data entry. He/she is patient, detail-oriented, and curious about the operations of a small museum environment. We accept applicants from all areas of undergraduate study; you do not need to major in art or art history, however, preference will go to students with a background in visual art, art history, or photography. Please see listed of additional eligibility requirements under “Are you Eligible?” section below.

**Are you Eligible?**

​You must answer yes to all the questions below.

﻿Do you attend college in the Cleveland area, or are you a resident of the Cleveland area?

*Applicants must either – attend college in the participating city (for example if you attend New York University and are from Los Angeles, you can apply to the New York program), or be a resident of the participating city (for example if you live in Philadelphia and attend UCLA, you can apply to the Philadelphia program). Your residency credentials must apply to the city for which you are applying.*

Are you enrolled full time in college?

Are you pursuing an undergraduate degree?

Are you entering junior or senior year in the fall of 2017?

Does your Student Aid Report (SAR) indicate an Expected Family Contribution (EFC) of less than $5,000?

Can you legally work in the United States without sponsorship?

**How to Apply:**

<http://www.artsintern.org/how-to-apply.html>

If you meet the eligibility requirements listed above, please send the following information to Megan Alves, Gallery and Archives Coordinator at [info@artistsarchives.org](mailto:info@artistsarchives.org) with the subject line 'Arts Intern.'

**Application Requirements:**

Cover letter

Resume

Financial Aid Qualification Please submit copy of Student Aid Report (SAR). It must indicate an Expected Family Contribution (EFC) of less than $5,000

Transcript: Unofficial transcripts are acceptable in PDF form

Reference: Include phone number and e-mail address

**Application Deadline:**

Positions are open until filled. Applicants are encouraged to apply early.

**Questions?**

Please email Megan Alves, Gallery & Archives Coordinator, Artists Archives of the Western Reserve at [info@artistsarchives.org](mailto:info@artistsarchives.org) or call our offices, 216-721-9020.