



QUEENS MUSEUM

Position Title: Registrar Intern
Department: Curatorial
Reports to: Collections & Archive Manager
Position Classification: Temporary, Part-Time, Unpaid Internship

About the Queens Museum

The Queens Museum is dedicated to presenting the highest quality visual arts and educational programming for people in the New York metropolitan area, and particularly for the residents of Queens, a uniquely diverse, ethnic, cultural, and international community.

The Museum fulfills its mission by designing and providing art exhibitions, public programs and educational experiences that promote the appreciation and enjoyment of art, support the creative efforts of artists, and enhance the quality of life through interpreting, collecting, and exhibiting art, architecture, and design.

Position Overview:

The Queens Museum is currently initiating a new software program for collections and temporary loan management. This software will allow us to create a more robust record of our collection of World's Fair related items and fine art, and to digitize our exhibition history since the Museum's founding in 1972. This project is ongoing.

The Registrar Intern will be expected to assist the Registrar/Archives Manager with all aspects of coordinating reception and preparation of objects for the Museum's upcoming exhibition cycle, and of managing the permanent collection, as well as other tasks as required. The commitment is from January - May 2020, two days per week, with some flexibility.

Spring 2020 Exhibitions:

An exhibition of recently acquired prints by American photographer Bruce Davidson. They are dated 1957 to 2006 both in color and black and white, spanning over twenty series including Circus, East 100th Street, Central Park, Time of Change, and the entire set of Brooklyn Gang (1959);

A large-scale mural solo commission by artist Ulrike Müller. Müller has found and created spaces that mobilize and juxtapose domestic and institutional scales, often through colored walls, and which became important physical and conceptual backdrops for her work. Müller will utilize the Queens Museum archives as inspiration for the project;

An exhibition featuring new artists' projects addressing real estate and displacement. Overall, the group can be understood as a view of architecture from outside, from the perspective of disenfranchised groups and art- and cultural workers, whose relationship with shelter is differently fraught. Participating artists include Harris-Babou, Heather Hart, Sondra Perry, Simon Leung, and Krzysztof Wodiczko.

Essential Functions:

- Assisting with the research and development of projects
- Attending related meetings with internal and external parties
- Assisting with exhibition installation plans and implementation
- Assisting with the coordination and administration of public programs
- Contributing to interdepartmental communication about these programs within the museum
- Performing administrative tasks related to these projects and the general operations of the department

Qualifications:

- Excellent written and oral communication skills
- Strong organizational and archival skills
- Attention to detail and ability to be flexible
- Proficiency with Windows and Microsoft office software
- Knowledge of archival principles and practices or experience handling museum objects that are fragile and irreplaceable
- Experience working in an archive, library, historical society, gallery, or museum
- Experience assisting in artifact care and maintenance or manuscript collection care in a museum, gallery, archives or library setting
- Ability to work in a fast-paced environment

Requirements:

This is an unpaid internship. Candidates must currently be enrolled as a student in Museum Studies or Library Science to apply the internship towards their degree.

How to Apply:

To apply for this position, send your cover letter, resume, and contact information for three references to: HR@queensmuseum.org, and slucas@queensmuseum.org. Applications will be reviewed on a rolling basis beginning November 11, 2019.