



Position Title: Curatorial Intern

Department: Interpretation, Curatorial and Learning & Engagement

Location: Santa Fe, NM

Pay: \$14.45 per hour

Hours: Full-time temporary, Internship, 10 weeks

Position Summary

This internship aims to provide a variety of interpretive and curatorial research opportunities that will actively support exhibition project planning at the Georgia O'Keeffe Museum. The intern will:

- Conduct research on interpretive planning best practices for museums, with an emphasis on art and historical museum planning
- Conduct research on O'Keeffe, the historical context of Northern New Mexico, and past O'Keeffe exhibitions utilizing resources from the O'Keeffe Museum library and archive, as well as other relevant archives and collections
- Draft a mock exhibition gallery guide or book that reflects research on interpretive planning best practices
- Support the Interpretive Specialist with audience research and data collection through the development of an audience research project
- Perform administrative duties for curatorial staff to support the upcoming *Tewa Nangeh/Tewa Country* exhibition and new museum projects.
- Learn about museum work and professions

This internship is 10 weeks in duration from June 3, 2025 through August 9, 2025. This internship is not remote. Applicants must be able to relocate to Santa Fe, NM and be able to stay for the entire term of this internship.

Key Learning/Experience for Intern:

- Research skills utilizing a variety of sources from databases and archives through public forums/crowdsourcing
- Collaboration and active listening with colleagues and community members
- Developing exhibitions and community projects
- Presenting ideas and findings to colleagues

Background and Qualifications

- Currently enrolled or recently graduated from a bachelor's degree program with experience in art history or museum studies preferred

Skills and Abilities

- Interest in contemporary and historic arts and artists of New Mexico
- Experience working with diverse communities
- Openness to working hands-on with individuals and communities of all ages and backgrounds
- Word processing, presentation-writing computer skills, Excel proficiency, familiarity with Dropbox and project management platforms

Benefits

- Employee Assistance Program
- The Georgia O’Keeffe Museum Intern program offers opportunities to learn more about Museum careers, as well as Santa Fe and Northern New Mexico through conversations with professionals, group field trips, etc.

The deadline to apply for this internship is February 28, 2025. Resumes must be accompanied by an Internship Application downloadable from our website at: <https://www.okeeffemuseum.org/about-the-museum/careers-and-volunteering/>

To be considered, please send your resume and application to:

opportunities@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer without needing sponsorship.