

**Position Title:** Exhibition Planning Intern

**Department:** Curatorial - Collections and Interpretation Division

**Location:** Santa Fe, NM

**Pay:** $14.03 per hour

**Hours:** Full-time temporary, Internship, 10 weeks

**Position Summary**

**This internship aims to provide a variety of exhibition planning and project management opportunities as part of several developing exhibitions and installations at the Georgia O’Keeffe Museum:**

* Assist with organizing and executing processes related to major upcoming exhibitions and installations at the Santa Fe and Abiquiu locations
* Developing and improving existing exhibition planning workflows
* Create and execute a plan to gather and organize digital exhibition ephemera for legacy use (in collaboration with GOKM Data Management Group)
* Research and formulate a theoretical exhibition plan/project based on acquired knowledge
* Give a short presentation to staff on the projects completed during the internship
* Learn about other departments in the organization

This internship is 10 weeks in duration from June 3rd, 2024 through August 9th, 2024. 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:**

* Understand how to work with a multi-faceted team and establish and evaluate project plans that are thorough, flexible and easy to communicate
* Gain experience guiding others through a process and developing dialogues between stakeholders to accomplish tasks on-time and within budget
* Develop practical communication and project management skills related to the curatorial, collections and preparation departments of a Fine Art Museum

**Background and Qualifications**

* Pursuing a Bachelor’s with experience in Project Management, Art History, and/or Museum Studies or recent graduate preferred

**Skills and Abilities**

* Ability to work independently
* Good organizational skills and attention to detail
* Good communication and interpersonal skills
* Computer skills, including Microsoft Office

**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, 2024. Resumes must be accompanied by an Internship Application downloadable from our website at:** [**https://www.okeeffemuseum.org/about-the-museum/careers-and-volunteering/**](https://www.okeeffemuseum.org/about-the-museum/careers-and-volunteering/)

**To be considered, please send your resume 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