



## **POSITION DESCRIPTION**

### **CURATORIAL INTERN**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). Vizcaya Museum and Gardens seeks an organized and motivated intern to conduct research on historic objects and furnishings in Vizcaya's decorated rooms and formal gardens and may also assist with select exhibition coordination for Vizcaya's Contemporary Arts Program (CAP). The intern will conduct research using the photographic collections, object files, archives, and library resources, and will prepare summaries of findings as needed. The internship is on the Engagement & Cultural Resources Team in the Art & Artifact Stewardship department and reports to the Curator.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present, and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Research collection objects, including their provenance and historical context.
- Compile documents from trusted and relevant sources, including correspondence and photographic records from museum files and outside sources.
- Develop content reports, a summary of findings, and annotated bibliographies from research resources as needed.
- Write object descriptions for Vizcaya's online database.
- Develop content for Vizcaya's website and social media platforms connected to project work.
- Assist with exhibition planning.

This internship description is not designed to be comprehensive; duties, responsibilities, and activities may change at any time with or without notice.

#### **Learning Opportunities**

- Intern will gain practical experience and skills in object-based research.
- Intern will gain hands-on experience using the museum's collections database.
- Intern will learn about exhibition development.
- Intern will acquire experience in archival research.
- Intern will gain insight into museum practice.

- Intern will learn about the day-to-day work involved in a curatorial career.

### **Position Requirements**

- Strong background or coursework in Art History or a closely related field is required.
- Demonstrated communication and organization skills.
- Ability to work independently.
- Positive attitude, good interpersonal skills, flexibility, and commitment to collaboration.
- English fluency.
- Proficiency with Microsoft Office.

### **Compensation**

The salary for this internship is \$18/hour.

### **Work Environment/Physical Demands**

The majority of work is done in an office setting, involving interaction with museum colleagues as well as other constituents on and off-site, and work with a computer and physical archival sources. Vizcaya is a non-smoking environment.

### **Position Type/Expected Hours of Work/Schedule**

This is a part-time temporary internship (138 hours) for 10 consecutive weeks, to be scheduled between approximately mid-January through mid-June 2023. The intern will work during regular office hours, which must coincide with department office hours (9:00 a.m. – 5:00 p.m.) Monday – Friday.

### **To Apply**

Please submit a resume and a cover letter expressing how your interest and experience align with the position description to: [internship@vizcaya.org](mailto:internship@vizcaya.org). Please reference the internship title in the subject line of your email.

### **Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal-opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based on race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated December 12, 2022