



POSITION DESCRIPTION

CURATORIAL INTERN

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). Vizcaya Museum and Gardens seeks an undergraduate student to assist with research of historic objects and furnishings in Vizcaya's decorated rooms and formal gardens that will inform collection-based projects but may also assist with different aspects of exhibition coordination in support of the Contemporary Arts Program (CAP). The intern will conduct research using the photographic collections, object files, archives and library, and will prepare summaries of findings as needed. The internship is in the Art and 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 (both primary and secondary).
- Write object descriptions for the online database.
- Develop content reports and annotated bibliographies as needed.
- Create online content for Vizcaya's website and social media platforms connected to project work.
- Assist in any other curatorial-related tasks.

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 learn about exhibition development.
- Intern will gain experience in research using archival documents.
- Intern will gain insight about museum practice.
- The intern will learn about the day-to-day tasks involved in curatorial functions by working closely with the Curator.

Position requirements

- Reading knowledge of Italian, French or German is desirable.
- Ability to take direction and work independently as needed.
- Organizational abilities and high attention to detail.
- Time management skills to adhere to a schedule.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office Suite.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration.
- A commitment to an inclusive, welcoming and respectful environment for visitors, volunteers, and employees of diverse backgrounds and needs.

Compensation

The salary for this internship is \$19/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 position (20 hours per week) for 10 consecutive weeks, to be scheduled between approximately January and April. The intern will work during regular office hours; weekly hours are flexible but must coincide with Collections staff regular office hours (10:00 a.m. – 4:00 p.m.).

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. 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 upon 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.

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