



## **POSITION DESCRIPTION**

### **COLLECTIONS CARE 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 a collections care intern to assist with preventive conservation efforts in the historic house and gardens. The selected individual will be involved in activities including cyclic maintenance of decorated spaces and artifacts, preparation and reorganization of collection storage areas. This individual will receive training in preventive conservation techniques, including object handling and documentation protocols. The internship is on the Engagement & Cultural Resources Team in the Art & Artifact Stewardship Department and reports to the Preventive Conservation Manager.

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**

- Under supervision of the Preventive Conservation Manager (primarily) with support from Assistant Conservator and/or Collections Care Technician, intern will focus on routine maintenance of historic decorated spaces, hands-on cleaning of furnishings and decorative objects, and monitoring of historic interiors.
- Assist the museum's collections care staff with cyclical maintenance of Vizcaya's 100+ outdoor stone and cast stone sculptures.
- Assist collections staff with cleaning, organizing and rehousing objects in storage.
- Assist with Integrated Preventive Pest Management
- Assist with documentation, cataloging and condition reporting efforts.
- Assist with moving, organizing and storing objects to ensure easy access for inventory and photography, and guarantee security of collection during regular activities and events.

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

#### **Learning Opportunities**

- Intern will work closely with the collections care team in a historic house museum and public garden.
- Intern will gain hands-on experience working with historic objects and architectural features.
- Intern will receive training in preventive conservation techniques, including maintenance and documentation protocols.

### **Position Requirements**

- Working towards or has achieved a Bachelor's degree in Preservation, Conservation, Museum Studies, Art History, Chemistry or a related field.
- Availability on Tuesdays for the duration of the agreed-upon internship period.
- Interest in or previous experience with conservation, historic preservation and/or collections care.
- Demonstrated verbal communication skill and comfort to ask questions and seek support from colleagues or supervisor, and to interact with the department and visitors as necessary.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration.
- English fluency.
- Proficiency with Microsoft Office and Outlook.

### **Compensation**

The salary for this internship is \$19/hour.

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

The majority of work is done in decorated rooms in the Main House, in onsite collection storage areas or outside in the gardens and grounds. Routine periods of sitting, standing and walking are required. Must be able to climb ladders and scaffolding, lift up to 50 pounds and sit or stand for extended periods. Vizcaya is a non-smoking environment.

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

This is a part-time temporary internship (maximum 24 hours per week), for eight to ten consecutive weeks, to be scheduled between the beginning of July to end of September 2025 – for a total maximum of 240 hours. The intern will work during regular office hours; weekly hours are flexible but must coincide with department office hours (9:00 a.m. – 5:00 p.m.) with availability required on Tuesdays for the duration of the agreed-upon internship period.

### **To Apply**

Please submit a resume and a cover letter expressing your interest in this position to:

[internship@vizcaya.org](mailto:internship@vizcaya.org). Please reference the position 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.

Updated January 22, 2025

