

2022 New Haven Promise Summer Internship

Curatorial Division

POSITION OVERVIEW

The Yale Center for British Art's Curatorial Division Summer Internship provides a New Haven Promise student with a learning experience working with collections in the Prints and Drawings and the Rare Books and Manuscripts departments. At the direction of members of the Center's curatorial staff, the intern performs various tasks to assist with the arrangement, description, preservation, and housing of works on paper from both departments.

Duties include:

1. Assistance with the re-housing and appropriate storage of collections by sorting and arranging materials as directed, creating preliminary inventories, folder labeling, filing, etc.
2. Work within the collections database to accurately and in a timely manner update the catalogue information of works in the Prints and Drawings Department
3. Assistance with basic preservation and/or conservation activities for works in the Rare Books and Manuscripts Department

QUALIFICATIONS:

Rising sophomore, junior or senior year students may apply.

An agreed-upon schedule between the hours of 8:30 am and 5:00 pm, Monday through Friday. Evening and weekend hours are NOT available. Employment is contingent upon the successful completion of a background check.

REQUIRED SKILLS

- Careful attention to detail
 - Ability to follow procedures and precise instructions
 - Comfort with asking questions when further explanations are needed
 - Excellent computer skills
 - Ability to lift forty-pound boxes and stand for extended periods of time
- Interest in history of art, museum collections, or collections management work preferred.

This position is located at the Yale Center for British Art, 1080 Chapel St.

Note: All Summer 2022 and Academic Year 2022–2023 internships are subject to Yale policy regarding COVID-19 protocol. When necessary, internships will be offered remotely, in person, or in a hybrid format. Please check our website regularly for updates.