**Georgia O’Keeffe Museum**

**Position Title:** Exhibition History Research Intern  
**Department:** Digital Experience  
**Location:** Santa Fe, NM  
**Pay:** $13.00 per hour  
**Hours:** Part-time, Internship

**Position Summary**

This internship focuses on the exhibitions of Georgia O’Keeffe’s career:
- Reviewing object lists and exhibition histories in the collection management system, 20%
- Researching and cataloguing ephemera and archival content related to pivotal historic exhibitions, 25%
- Identifying published information sources regarding historic exhibitions, 15%
- Researching status of works of art in key historic exhibitions, 5%
- Composing an original essay using artwork, ephemera, and archive materials to be published in Stories from the O’Keeffe, 15%
- Learning across the organization, 20%

**Key Learning/Experience for Intern:**
- Cataloging research for digital publication
- Familiarity with collections and archive information management systems
- Artwork and archival research related to historic exhibitions
- Working collaboratively with and learning from collections and research teams
- Presenting ideas and findings to colleagues
- Research and publication of a digital essay

**COVID-19 considerations:**
All visitors and employees are required to wear a mask at all times and maintain social distancing of 6 feet or more. All staff complete COVID safe practices training through NM Safe Certified. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Curbside pickup is available for retail purchases. Masks and PPE are provided to all staff.

**Background and Qualifications**

- Some college preferred

**Skills and Abilities**

- Interest in Georgia O’Keeffe and historic exhibitions
- Experience with online archive and artwork research
- Openness to cataloging research in a collection management system
- Word processing and presentation-writing computer skills
Benefits

Flexible Schedule
Employee Assistance Program

To be considered, please send your resume to:

Jobs@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.