

Design/Installation Intern Job Description

The design department is responsible for planning, designing, and installing exhibitions at the Columbus Museum. The department collaborates with curators and educators to bring an exhibit to life while incorporating art, history and educational interactives. The department consists of an Exhibition Designer, Art Handler, and Preparator. The intern would have the opportunity to interact with all design department members and learn about their respective roles and tasks.

Design Internship Basic and Preferred Requirements

Basic Requirements:

- Willingness and ability to meet physical requirements such as: sanding and painting, using mat cutter, lifting objects up to 30 lbs., ability to climb a ladder, take measurements using a tape measure and/or architect's scale, use of basic hand tools

Preferred Requirements:

- Have an understanding of art history, studio art or related fields
- Ability to produce graphics such as object labels, signage and digital space plan mock-ups with programs such as Adobe Creative Suite and SketchUp
- Experience working in a wood shop and with power tools
- Basic knowledge of art handling and/or hanging artworks under staff supervision

Time Requirements:

- Interns may work during regular business hours of Monday – Friday, 9am – 5pm EST.
- Maximum of 40 hours per week
- Minimum of 8 hours per week
- The Design Department will work to accommodate school internship schedules

Attire:

- Jeans and t-shirts are acceptable due to nature of hands-on work.

Compensation:

- Although the intern position is unpaid it is however viewed as beneficial to one's career development