



About the Houston Museum of African American Culture Internship Program

HMAAC's internship program allows a diverse group of people with innumerable interests, strengths, and goals to encounter an educational environment where they can work with and learn from professionals in related areas of concentration. The museum offers interns of different backgrounds incredible opportunities in a variety of fields, from exhibition design to event coordination. Learning from knowledgeable mentors and staff in the dynamic atmosphere of the museum and Houston, Texas area, interns enjoy an intensive experience as multifaceted as the Museum itself.

Exhibition Design and Graphic Production Internship

Graphic Production

Interns assist with design, digitizing, and production for exhibition-quality, large-format printing. They acquire and develop advanced skills for scanning, file preparation and image manipulation. They will also assist with public programs and the installation of exhibits. Interns work in Adobe Illustrator and Photoshop. In addition, interns will assist with the production of graphic design materials for exhibits, print materials, public programs, and online use. Interns work with Adobe Illustrator, InDesign, Acrobat Professional, Photoshop, Microsoft Word, and Excel.

Exhibition/Gallery Administration

Interns assist with the coordination of exhibit installation/de-installation including the layout, proper display and lighting of the art objects. They provide support to Exhibition Manager for art drop off and art pick up, condition reports, properly pack and unpack art and overall care of artwork upon install and de-install. In addition, interns will provide support in data entry for inventory registration of all artwork and artist information each exhibition. Other forms of intern support include providing support with labeling exhibitions as well as designing and installing vinyl signage, maintaining exhibition and program documentation archive and gallery wall prep (spackle, paint, pedestals, move walls) before and after exhibitions.

Qualifications:

- Currently enrolled upper division undergraduate or graduate student with coursework in studio art, art history, museum/curatorial studies, community art practices or similarly related coursework or college graduate with a degree in studio art, art history, museum studies, or similarly related degree.
- Experience in art, curatorial or museum studies, art history, community art practices, or related practice.
- Ability and experience handling artwork and installing art exhibitions.
- Possess excellent written and verbal communication skills with administrative and organization abilities.
- Solid computer skills with Microsoft Word, Excel, Google Docs, and Email. Design program (Photoshop, Illustrator or Indesign) experience desirable.
- Physical ability to lift at least 35 pounds and to climb ladders.
- Ability to work positively, diplomatically, professionally, and creatively with community members, artists, volunteers, and staff.

More information

This is a Part-time, unpaid position. Students will be allowed a flexible work schedule week for at least one academic semester. 5-10 hours a week, with a possibility of up to 20 hours a week during exhibition installation and openings.

To apply

Send your resume, references and a letter of interest with the subject line: "HMAAC Exhibitions Intern" to info@hmaac.org. Applications will be reviewed on a first come, first served basis. Those who are contacted for an interview will be asked to provide a copy of their academic transcripts and portfolio work (if applicable).