



**The Blue Star Contemporary (BSC) Archives Internship** is open to full-time undergraduate students, full-time graduate students, and recent graduates desiring firsthand knowledge and experience in a nonprofit contemporary art setting. The successful candidate will work closely with the Exhibition and Programs Manager who managing relationships with guest curators, artists, and other gallery staff to coordinate and execute high-caliber exhibitions. Exhibition and Programs Manger is also responsible for coordinating the shipment of artwork, maintaining artist agreements, designing and curating exhibitions, and managing BSC's multiple open call opportunities.

The Archives Intern will experience a full view of arts nonprofit's exhibition activities, to include Digitizing BSC's past exhibition history, cataloging and assessing physical artworks in BSC's Vault, tracking provenance, proper art handling practices, and using databases for the storage of artwork and artist information, all helping to maintain BSC's archives and vault. The Archives Intern is an unpaid, 15 to 20 hour a week opportunity.

#### **Principle Duties and Responsibilities:**

- Catalogue and assesses BSC's collection of historical documents and records following a retention plan.
- Scanning and tagging digital images, keyword cataloguing of press, exhibition materials, development materials, etc;
- Highlight interesting historical content for social media and email communications. Additionally, with over 30 years of exhibitions and events, archiving Blue Star's institutional history is vital, as all positions at Blue Star Contemporary can benefit from having an easily navigable system.
- Excel and Adobe CS experience preferred.
- Art handling and storage maintenance.
- Assist in cataloging artwork inventory.
- Assist in insuring all works are properly wrapped and stored.
- Photograph undocumented items.
- Assist in making sure all items have proper labeling

#### **Specific Qualifications:**

- Student majoring in studio art, art history, collections, museum studies, or library science preferred.
- Interested in archives, and working in a museum environment.
- Experience with file management or working in libraries or archives a plus.
- Art handling experience a plus.
- Detail oriented.

- Good at self-managing and comfortable with working in a quiet environment.

**Additional Information:**

Guided by its mission to inspire the creative genius in all of us by nurturing artists, Blue Star Contemporary is a dynamic, innovative destination for contemporary ideas.

**To Apply:**

Please email in PDF format your current resume and a cover letter that describes your skills and experience to meet the qualifications of the position and what you hope to learn from an internship at Blue Star, to: [jack@bluestarcontemporary.org](mailto:jack@bluestarcontemporary.org). Please include "Internship opportunities" in the subject line. Applicants contacted for an interview will be required to submit a letter of reference from an academic or professional source.