**The Andy Warhol Museum**

**Diversifying Art Museum Leadership Initiative Paid Summer Internships**

**Collections Internship**

**About the Organization:**

The Andy Warhol Museum is one of the four Carnegie Museums of Pittsburgh, which includes the Carnegie Museum of Natural History, the Carnegie Museum of Art, and the Carnegie Science Center. Here, visitors experience the art, life, and legacy of Andy Warhol, one of the 20th century's most influential artists. The permanent collection includes more than 10,000 works of art in media from paintings, sculptures, drawings, and photographs to films, videos, and audio recordings. Among the world's most comprehensive single-artist museums, The Warhol opened in 1994 to serve not only as the global keeper of Andy Warhol's legacy, but also as a forum where diverse audiences of artists, scholars, and the general public can be inspired through creative interaction with Andy Warhol's life and art.

**The Warhol seeks diverse college and graduate students for full-time paid summer internships.**

**Compensation:** This competitive 250-hour summer internship includes a stipend of $2500 for qualified candidates as well as optional transportation support. This position is made possible, in part, through the Diversifying Art Museum Leadership Initiative, funded by the Walton Family Foundation and the Ford Foundation.

**Dates:** The summer internship program will run from June 8th to July 24th, 2020.

**Duties:** Interns will be embedded within a department to learn about the museum’s operations and assist with essential tasks. Interns will receive one-on-one training and mentoring from a member of The Warhol’s staff.

The Warhol’s archives collection includes scrapbooks; press clippings; art supplies; source material; posters publicizing exhibitions and films; about 4,000 audio tapes of conversations between Warhol and his associates; thousands of documentary photographs; a nearly complete run of *Interview* magazine; his extensive library; hundreds of decorative art objects; and many personal items, such as correspondence, diaries, clothing, wigs, and cosmetics.

The internwill work closely with the collections associate to catalogue and improve documentation for select archival objects. In the process, the intern will gain proper object handling skills for museum and archival collections, basic cataloguing skills, direct exposure to the museum’s collection workflows, an increased understanding of Warhol’s art-making processes, and associated skills in preservation materials and practices.

**Skills and Background:**

* The Warhol seeks talented, self-directed students currently enrolled in their junior or senior year of college or graduate school in a related field.
* The collections intern should possess strong attention to detail and high levels of accuracy. Prior experience in museums is not necessary.
* Candidate should be interested in learning about the behind-the-scenes operation of the museum, reading and discussion about theories and practices of preservation, and gaining hands-on experience with collections handling.
* Diverse candidates (including people of color, people with disabilities, speakers of foreign languages, and people who identify as LGBTQ+) are strongly encouraged to apply.

**To apply:**

• To apply, please submit a resume and cover letter to GarrisonS@warhol.org indicating why you want to work at The Warhol and your first and second choice departments for an internship placement.

• Deadline to apply is April 1st, 2020

• Applicants with a disability who require a reasonable accommodation for any part of the application or hiring process may contact linzerd@warhol.org directly, or call 412.237.8355. Relay calls welcome.

**To learn more:** Contact Stephanie Garrison at garrisons@warhol.org.

**Hiring:**

Carnegie Museums is an equal opportunity employer who is committed to diversity and inclusion. We take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, veterans, and individuals with disabilities. We strive to represent the communities we’re a part of, and in doing so, enhance our ability to meet the needs of and provide services to our visitors, members, donors, and communities.

We seek qualified candidates who, through their experience and collaborations, will contribute to the diversity and excellence of Carnegie Museums.

We are committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, religion, creed, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, marital status, citizenship status, veteran status, disability, genetic information or other applicable legally protected characteristics.

Carnegie Museums is an EEO-1 Affirmative Action Employer-M/F/Veteran/Disability