



Roswell Museum

2022

SUMMER INTERNSHIPS

The Roswell Museum is offering two summer internships for individuals who are presently in or recently graduated from a Bachelor or Graduate program in museum studies or a related field.

- **Late May-Mid August**
(flexible with academic calendar)
- **35 hours/week**
- **10 consecutive weeks**
- **\$2,500 stipend**



OPPORTUNITY TO WORK IN ONE OF THE PRINCIPAL PUBLIC MUSEUMS IN NEW MEXICO

Working with the Collections and Exhibitions staff, interns will be responsible for various collections care and exhibition projects as well as assist with educational programs. The two projects interns will be primarily focusing on are accessioning the new Doris Cross collections and inventorying the permanent collections. Throughout the internship there will be opportunities to assist with preparing acquisition proposals, research for the museum's 85th anniversary exhibition, installing and de-installing of exhibitions, inventorying the library/archives, documenting collections items, preparing in-loan and new acquisition paperwork, and data entry. Interns have the opportunity to attend exhibition openings, artist talks, and museum events.

REQUIREMENTS

- Current students or recent graduates in the areas of museum studies, art, education, history, or related field
- Selected candidates must fill out a Volunteer Application with the City of Roswell and pass a criminal background check
- Application deadline March 13, 2022

APPLICATION

- Submit resume, letter of interest and two professional references
- Students representing ethnically underrepresented groups in the museum field are encouraged to apply
- For complete application guidelines and requirements, please visit roswellmuseum.org

Please submit application materials and/or any questions to Cloe Medrano, Registrar, at c.medrano@roswell-nm.gov or 575-500-0353.