



EASTERN HEMISPHERE CURATORIAL DEPARTMENT AND
COLLECTIONS MANAGEMENT DEPARTMENT
INTERNSHIP APPLICATION

We wish to extend a warm welcome to prospective interns of The Textile Museum. Interning is a wonderful way to learn new skills, or share and use skills which are specialized. Internships are designed to provide real world experience and help interns solidify career goals. They are varied in format and can be tailored to meet the needs of the intern.

Founded in 1925, The Textile Museum is dedicated to preserving and studying textile arts from around the world, through collections, exhibitions, publications, and public programming. The Textile Museum collections represent non-western cultures: East Southeast, Central and West Asian; African; Native American.

The primary objective of the Eastern Hemisphere Curatorial Department is to ensure the strength of The Textile Museum's collections for the diffusion of knowledge. We strive to realize this objective through the processes of accession, collections documentation, and research, as well as the dissemination of information by means of exhibitions, publications, lectures, public programming, and addressing public inquiries. Our goals are to contribute both to the development of a field of scholarship and to the broadening of public awareness and understanding based on a fund of knowledge, which relies upon research and the collections.

The Collections Management department strives to maintain the integrity of the collection. This involves a great deal of behind the scenes work, including incoming object processing, location control, label sewing, database management, registration photography, and pest management/environmental monitoring. We collaborate a great deal with the Curatorial, Conservation and Facilities departments to ensure that each object individually and the collection as a whole gets the care it needs.

The Textile Museum staff is diverse, interesting, and eager to share their knowledge. Interns at the Textile Museum are afforded a unique opportunity to participate in an active, dynamic museum environment. They are expected to bring to the museum an attitude of professionalism that includes a sense of dedication, commitment, motivation, flexibility and a willingness to cooperate. They are encouraged to participate in all staff activities, including monthly staff meetings and educational events.

In a new intern, we look for a good attitude, sense of commitment, flexibility to circumstances, and the ability and willingness to work under pressure of deadlines.

Internship application requirements:

- Preferred areas of study: History of Art, Fiber Arts, Arts Administration/Organization
- Internship application form, including at least one reference
- Additional page for Statement essay, if applicable
- Resume, cover letter

To apply, please send your application package to info@textilemuseum.org, mail to Attn: Eastern Hemisphere Collections, The Textile Museum, 2320 S St. NW, Washington, DC 20008, or fax to (202) 483 – 0994.

THE TEXTILE MUSEUM
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Name _____

Address _____

Telephone: Home _____ Cell _____ E-mail _____

I. EDUCATION:

Education _____ Degree _____

Major(s) _____

Languages Spoken (other than English): _____

II. INTERNSHIP SCHEDULE

Starting Date: _____ Ending Date: _____

Please specify what times you are available on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____

III. INTEREST AREAS

A. Please indicate below the departments in which you would be interested in working (use a scale where #1 is first choice, #2 second).

___ Eastern Hemisphere Curatorial ___ Collections Management

B. Below are listed various types of activities in which The Textile Museum regularly needs assistance. Please indicate if you have any of these skills.

General Curatorial Assistant: projects related to curatorial department management, collections documentation, projects related to exhibition implementation or publications, available on a year-round basis.

Curatorial Project Assistant: specific projects related to an exhibition implementation or publication, depends upon project funding.

Collections Management: Data-entry into collections database, object processing, condition reporting, inventory process, registration photography (all as projects arise or staff time permits) and tasks related to digitizing the photo archives.

C. How do you view internship work at The Textile Museum?

Professional Growth Personal Satisfaction Other

D. Where did you hear about our internship opportunities?
