Internship opportunity with the Boston Furniture Archive

The Boston Furniture Archive, a project of the Winterthur Museum, Garden & Library, seeks applications for interns to work under contract to identify, catalog, and photograph furniture made in the Boston area between 1630 and 1930. Up to four interns will work for twelve weeks at a number of sites in and around Boston, Massachusetts. Interns will receive a week of training in examining, handling, and describing furniture; cataloging furniture; and object photography. Interns will then work in small teams, sometimes assisted by volunteers, to catalog and photograph the Boston furniture of a number of public institutions (museums, heritage organizations, and libraries) in the Boston metro area. The goals of the internship are to locate and describe little-known pieces of Boston furniture for inclusion in the Boston Furniture Archive, and to provide interns with hands-on experience in furniture cataloging in a variety of institutional settings.

The Boston Furniture Archive, currently in development, will be a free online database that provides catalog information and photographs of furniture that is documented to have been produced in Boston (including Brookline, Cambridge, Charlestown, Dorchester, and Roxbury) or that, based on characteristics of form and construction, is likely to have been made in Boston. The Archive will reflect three centuries of production, from 1630 to 1930. Winterthur is creating the Boston Furniture Archive in support of the Four Centuries of Massachusetts Furniture project (http://www.fourcenturies.org).

Minimum qualifications:

Education: Advanced undergraduate, with coursework in furniture (including furniture making and/or conservation), the decorative arts, art history, American history and/or museum studies; graduate students and emerging professionals are also encouraged to apply.

Knowledge/skills: Valid driver’s license and access to a vehicle. Ability to stand for extended periods, climb ladders, and lift up to 30 pounds. Basic computer and photography skills. Excellent communication skills and legible handwriting. Meticulous attention to detail.

Experience: Object handling and museum cataloging experience preferred.

Compensation: Interns will receive a stipend of $5,000 plus $950 for travel over the twelve weeks. Housing is not provided, although the BFA may be able to help find local housing.

Schedule: The internship will be twelve weeks, from June 9, 2014 through August 29, 2014. Interns will be expected to work 35 hours per week; hours will vary and may include some evenings and weekends.

Applications: Applications are due March 10, 2014. Candidates will be contacted for interviews prior to April 1, 2014. Please mail or email the attached application form and resume to:

Sarah Parks
Project Manager
Boston Furniture Archive
Winterthur Museum, Garden & Library
5105 Kennett Pike
Winterthur, Delaware 19735
302-888-4639
sparks@winterthur.org
Boston Furniture Archive
Summer 2014 Internship Application

Name:
Mailing address:
Email address:
Phone number:
Institutional affiliation and title (if applicable):

Name, title, phone number, and email address of two academic or professional references:

1.

2.

Please address the following questions in no more than 150 words each:

1. How has your background prepared you to be successful as an intern for the Boston Furniture Archive?
2. How will an internship with the Boston Furniture Archive further your academic and professional goals?
3. If offered an internship with the Boston Furniture Archive, when would you be able to commit to participating?

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