

ARMENIAN LIBRARY AND MUSEUM OF AMERICA

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ALMA INTERNSHIPS

As the largest Armenian museum in the Diaspora and largest ethnic museum in Massachusetts, ALMA offers a wide-range of exciting internship opportunities for undergraduate and graduate students who want hands-on experience to build their careers.

Qualified interns are enthusiastic students with either a background in art history, textiles, anthropology, museum or library science, and/or are interested in Armenian history and culture. All applicants must have a keen eye for detail, excellent organizational skills and a desire to learn.

Applications for internships are being accepted immediately and will be evaluated on a rolling basis. To apply, please email the following attachments to Caroline Ly, Programs and Administrative Manager (caroline@almainc.org): a cover letter stating your personal interests, skills, and academic/career goals; a resume; and one letter of recommendation from a professor, academic advisor or previous/current employer.

Textile Curatorial Assistant

Textile curatorial assistants are supervised by the textile curator and curator of collections in processing, storing and displaying textile acquisitions at the Armenian Library and Museum of America (ALMA).

Responsibilities:

- Process new acquisitions in the Textile collection
- Perform registration and conservation procedures including labeling, and storing textiles
- Assist the curators in activities related to temporary exhibitions and permanent exhibits
- Prepare correspondence related to registration of artifacts
- Conduct research on history of acquisitions
- Some administrative tasks, including but not limited to: typing correspondence, preparing purchase orders, recording acquisitions and sending acknowledgements for donations and gifts, organizing, filing and labeling of exhibit panels

Qualifications:

- Bachelor's degree in Art History, Textile studies, or a related field OR a college senior with some museum/art gallery experience
- Excellent written and verbal communication skills;
- Excellent organizational skills;
- Excellent computer skills, particularly MS platforms, including Word, Outlook and Excel (knowledge of Sagebrush, PastPerfect or other museum software is a plus, but not required as on-site training will be provided)
- Strong interpersonal skills, ability to work well with others;
- Knowledge of/interest in the visual arts and textiles

Compensation:

- \$500 stipend