

Internship Posting



Collections and Exhibitions Internship, reports to: Collections and Exhibitions Manager

Internship Dates: June 15, 2024 – July 27, 2024 (Six weeks total)

Compensation and housing: \$1,000 stipend for six weeks, dormitory housing is available on site at Planting Fields

Deadline to apply: April 26, 2024

Planting Fields Foundation is seeking a Collections and Exhibitions Intern to support the Collections and Exhibition Manager in the day-to-day operations of a historic house museum. This position is an opportunity to learn more about standards of collections care, how museums work with artists to support site-specific commissions, how Collections staff work with other staff members to create and support programming for exhibitions, and more.

Duties + Responsibilities

- Assist in the inventory and condition checks of the Foundation's collection.
- Create, maintain, and update collections records and files, both paper and electronic. This includes reconciling disparities between physical and electronic files.
- Gain community engagement experience through involvement with Catalyst 2024 - potential to be involved with weeklong project of art workshops and culminating performance.
- Assist with updating of the Collections Emergency Plan.
- Obtain general experience in collections management, registrar duties, exhibition planning, event planning.

Qualifications + Requirements

- Graduate/undergraduate status.
- Major in museum studies, history, or related field.
- A smartphone with an adequate camera.
- A personal vehicle is strongly recommended.
- Experience with CatalogIt is preferred, though training will be provided.
- Excellent research, writing, and analytical skills.

Please send a thoughtful cover letter and resume to eleger@plantingfields.org

Additional Information

This is a temporary internship position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org