

The Aldrich Contemporary Art Museum



TITLE: Summer Intern
STATUS: Part-time Summer 2025
REPORTS TO: Associate Curator
COMPENSATION: \$22/hour; approximately 150 hours

Founded by art collector and fashion designer Larry Aldrich in 1964, The Aldrich Contemporary Art Museum is one of the oldest contemporary art museums in the United States. The Museum is one of the few independent, non-collecting institutions in the country and the only museum in Connecticut solely dedicated to the presentation of contemporary art. The Aldrich is internationally recognized for its artist-centric programs and visionary exhibitions. We present first solo museum exhibitions by emerging artists, significant exhibitions of established artists, and thematic group exhibitions.

The Museum's Summer Internship Program provides the opportunity for an individual to learn about the ever-growing field of cultural nonprofits from within a contemporary art museum. Interns will spend approximately 6 weeks at The Aldrich gaining hands-on experiences and participate in weekly staff meetings held every Monday. This opportunity is open to college and graduate students, recent graduates, and individuals looking to change careers.

Ideal applicants are driven individuals who possess:

- Energy, curiosity, and an outgoing nature
- Enthusiasm for contemporary art and art history
- Strong interpersonal and communication skills (both written and verbal)
- The ability to work independently and collaboratively in a variety of settings
- A keen interest in lifelong learning
- The ability to take initiative on creating and completing projects
- Demonstrated excitement to support environments that promote diversity, equity, accessibility, and inclusion and the ability to work with a diverse range of constituents
- Motivated, dependable, and flexible
- A willingness to share critical feedback to colleagues
- Comfort with technology and attention to detail
- Independent transportation to and from the Museum
- Occasional evening and weekend work may be required

The intern will be responsible for the following work with the Curatorial Department:

- Source research materials in collaboration with exhibition curators
- Creates, updates, and maintains exhibition checklists. Works with curators, registrars, and participating artists to prepare and track loan requests
- Organizes files and publications, and maintains records, correspondence, and other documents in accordance with the museum's archive
- Conducts research for exhibition purposes, including but not limited to in-gallery and catalogue texts, website content, and various reports
- Contributes and assists in the planning and implementation of exhibition-related events, as needed
- Assist in planning and implementation of exhibition-related events, as needed
- Prepares outgoing mail and interdepartmental correspondence for delivery

This is a paid opportunity at an hourly rate of \$22/hr for approximately 150 hours. The summer internship will run from June 2025 to mid-August 2025. Hours are typically Monday to Thursday, 10 am to 4 pm, with flexibility depending on workflow and availability. Students may be eligible for academic credit; please contact the appropriate person at your college or university to determine eligibility.

Please send a cover letter and resume to: ealfonso@thealdrich.org, with the subject line “Summer Intern” by **April 28, 2025**. Qualified candidates will be contacted.

The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees feel valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status. The Aldrich Contemporary Art Museum is an Affirmative Action/Equal Opportunity Employer or AA/EOE.