



Newport Restoration Foundation  
51 Touro Street  
Newport, Rhode Island 02840

12 December 2011

## **The Emily A. Laird Internship in Museum Collections Position Description for Summer 2012**

**Emily A. Laird**, a Newport Restoration Foundation collections intern, was a graduate student in museum studies at the Cooperstown Graduate Program, Cooperstown, N.Y., when she came to Newport in 2011. During her time at the NRF, Emily displayed singular scholarship and dedication to her work and she showed keen interest in her museum colleagues, the museum community, and the unique qualities of Newport and environs. She worked closely with staff and had made an excellent start on her individual project before falling critically ill in mid-summer. She died on 29 September 2011.

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**The Newport Restoration Foundation (NRF)** is pleased to announce its museum collections internship for the summer of 2012. The internship is intended for current graduate students, or those completing their program of graduate study before the beginning of summer.

**The Newport Restoration Foundation** offers one curatorial internship based at Rough Point, a museum in a fully furnished historic mansion on storied Bellevue Avenue. NRF is a private nonprofit organization with two major elements in its mission. First, NRF operates three museum sites on Aquidneck Island: Samuel Whitehorne House in downtown Newport, Prescott Farm in Middletown, and Rough Point, the Doris Duke mansion on Bellevue Avenue. Second, seventy-two restored eighteenth century houses are operated as rental properties, and are maintained by NRF to the highest standard.

### **Purpose:**

To support activities of the Foundation and in particular the Collections Department in achieving the institution's mission through new and continuing programs relating to the permanent collection of artifacts; and to impart the functions of a professionally operated museum to a graduate student intern, through opportunities to work on a variety of projects in a position of responsibility.

### **Function (Responsibility and Scope):**

The intern will work with other collections staff on current projects; carry out one personal project of importance to the museum; expand the intern's personal knowledge of museum collections and build the institution's base of data relating to its artifacts.

**Duties and Responsibilities:**

Work with staff on current projects such as inventory and storage of collections; carry out an independent project, such as possible reinterpretation of Whitehorne House period rooms of masterpiece Newport furniture (see NRF website); assist with continuing development of The Museum System digital database for written and pictorial records.

The NRF collections intern works closely with collections department staff, and often with education staff and interns, in day-to-day museum operations, and also in special, individual projects. The current project involves planning and development of the re-interpretation of Whitehorne House Museum and its outstanding collection of Rhode Island and Newport furniture. The intern will coordinate all stages of the work with collections department staff, requesting whatever degree of support necessary. This is an open-ended project, which NRF expects will entail at minimum an overall concept for development of 1970s period rooms into modern interpretive exhibit galleries; further expansion of the project may include any degree of detail for specific changes in period rooms and concept and content for interpretive exhibits. Visitor-survey information garnered in the summer of 2011 will be available to help guide this project.

**Compensation and Living Arrangements:**

Compensation will be \$13.25/hr., 40 hr./week, for 8-10 weeks. Lodging will be available, probably in one of NRF's restored 18<sup>th</sup> century houses at Prescott Farm, at a rate of \$250/month. Scheduling for the internship will be arranged with the Director of Collections. Holidays and other time off are not paid. Interns must provide their own transportation.

**Application:**

Send a résumé, three letters of reference and a letter of interest to Bruce MacLeish, Director of Collections, at the above address; hard copies of all documents are required. Telephone or e-mail inquiries for information only accepted: 401/324-6088; <Bruce@NewportRestoration.org>.

**Closing Date for Applications:**

31 January 2012