



**Loretto Literary and Benevolent Institution**  
**Loretto Heritage Center Summer 2024 Art Collections Intern**

*We work for justice and act for peace because the Gospel urges us*

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**Introduction:**

The Loretto Heritage Center Museum and Archives, the repository for the 210-year history of the Sisters of Loretto, is seeking an art collections intern for Summer 2024. The Summer 2024 internship will be an 8-week program running approximately June 26, 2024, through August 21, 2024, with a M-F 30-35 hr work week. The intern will work with both our artifact collections and our archival collections.

Working under the supervision of the Heritage Center Archivist, the art collections intern will primarily be re-housing framed artifacts and processing art-related archival collections. The intern will have opportunities to research collections items, write social media and/or blog posts, and interact with Heritage Center visitors as part of this internship. The intern will also have responsibility for creating a temporary display case related to Loretto history and artifacts.

Approximately 1/3 of the intern's time will be spent working on a grant-funded project to re-frame 65 prioritized artifacts. These pieces include framed artwork, needlework, and documents focused primarily on the history and legacy of the Loretto Community in Kentucky in the 19<sup>th</sup> and 20<sup>th</sup> centuries. The intern will also be responsible for processing the archival collections of Sr. Jeanne Dueber, SL, a multimedia contemporary artist whose studio and art gallery are still present on the Loretto Motherhouse campus.

**Job Duties:**

- Re-framing artwork and other framed artifacts using preservation-quality materials.
- Processing archival materials related to Sister artists.
- Digitizing selected archival materials.
- Creating a finding aid for the Sr. Jeanne Dueber Personal Mission Materials collection.
- Data entry in FileMaker databases.
- Photographing artifacts.
- Creation of social media and/or blog posts.
- Design of 1 temporary display case for Loretto history and artifacts.

**Qualifications:**

- Current or recent graduate student in History, Public History, Museum Studies, Library Science, or a related field. Upper-level undergraduate students who meet all other qualifications are also encouraged to apply.
- Knowledge of archival terminology and methods.
- Interest in art, women's, and/or religious history.
- Strong attention to detail.

Location:

The Loretto Heritage Center Archives and Museum is located on the grounds of the Loretto Motherhouse in rural Nerinx, KY. The Motherhouse is approximately 1 hour from Louisville, KY and 1.5 hours from Lexington, KY. The Motherhouse itself sits on approximately 800 acres of farmland, wooded areas, and natural habitat. In addition to the Heritage Center, the campus includes two retreat centers, a skilled nursing care facility, and a fully operational farm. It is home to around 70 Loretto Community members (both Sisters and Co-Members).

**Free on-site housing is available for this position.**

Job Requirements and Stipend:

This internship requires 30-35 hrs/wk Monday-Friday for 8 weeks, June-August 2024. The starting date for the internship is the week of June 24, 2024, and the end date is the week of August 19, 2024. Due to housing availability, flexibility on these dates is limited. A stipend of \$3,000 will be provided. If applicable, the stipend amount may be adjusted based on the intern's college program requirements.

To Apply:

- Send materials to Heritage Center Archivist Reba Weatherford at [RWeatherford@LorettoCommunity.org](mailto:RWeatherford@LorettoCommunity.org) with subject line "[Last Name] Loretto Summer Internship Application 2024"
  - Cover letter
  - Resume with education and work history
- References required upon request
- Deadline for applications is March 29, 2024