



Internship Description- Asian Art Collection Intern

Position Information:

- **Title:** Collections Intern—Asian Art Collection
- **Organization:** The Hermitage Museum & Gardens
- **Internship Supervisor:** Lindsay Neal, Curator of Collections
- **Location:** 7637 North Shore Rd. Norfolk, Virginia 23505
- **Internship Type/Compensation:** [Eligible](#) ODU humanities students should apply for a [Mellon Foundation Humanities Internship Award](#), which provides a \$15 per hour award to support their work-based learning experience.
- **Internship Duration:** Fall 2025 (August 25-December 5); Spring 2026 (January 20-May 4, 2026); Summer 2026 (June – August 2026)
- **Estimated Hours per Week:** 10-15 hours per week

Position Overview

Please provide a brief summary of the internship and its purpose. Describe how the role contributes to the organization's mission and what the intern will gain from this experience.

The Hermitage Museum & Gardens seeks a self-motivated intern to assist the Curator of Collections in their effort to advance the museum's Asian art collections. Through its multicultural collections, the Hermitage Museum & Gardens strives to exhibit, provide interpretation and offer relevant museum programming that fosters an understanding and appreciation for all cultures represented among its holdings, particularly of Asian nations and cultures. Interns within the collections department support curatorial efforts of advancing the museum's research, interpretation, and documentation of objects in the museum's Asian art collection. A candidate with proficiency in Chinese and/or Japanese language is preferred.

Interns within the collections department will gain hands-on experience with the identification and documentation of significant Asian art and cultural objects and contribute to their interpretation both on display and those accessible digitally. Students will gain real-world experience in a museum setting and will become part of a small team of museum professionals dedicated to furthering the museum's mission and core values.

About The Hermitage Museum & Gardens

The Hermitage Museum & Gardens is a nationally accredited art museum situated within Norfolk's residential Lochhaven neighborhood. It offers 12.5 acres of protected woodland, wetland and green space as well as an impressive permanent art collection that spans 5,000 years of world history. Its collection of historical Asian art objects is particularly significant. In addition to its eclectic permanent collection, the Hermitage invites people of all backgrounds to explore and discover nature and the arts through spaces that inspire creation, learning, conservation, and connection through its exhibition program, a Visual Art School on-site, and a robust calendar of public museum programs and events throughout the year.

The Hermitage Museum & Gardens' Curatorial Department Internship Philosophy:

The Hermitage is dedicated to providing enriching and engaging educational opportunities to those students seeking real-world experience within the museum industry. The Hermitage acknowledges that internships are an important form of experiential learning that integrates knowledge learned in a classroom with practical skills developed in a professional workplace setting. Internships can also significantly aid one's career path. To provide the best possible and most authentic experience to our interns, the Hermitage offers students direct supervision and mentorship from its museum staff. Interns at the Hermitage Museum & Gardens are encouraged to become involved and are valued members of the Hermitage team.

Internship Responsibilities:

List key duties the intern will be expected to perform:

- Research Asian iconography, folklore, religions and makers, primarily of the 17th – early 20th centuries, as relevant to the scope of the museum's collections.
- Research grants that support Asian art museum collections (exhibitions, conservation, programming, scholarship, publications, special K-12 projects).
- Assist with community outreach and engagement efforts by collaborating with the Curator of Collections and additional departments (Education, Visitor Experience) to develop interpretive information that is educational and accessible to a wide range of people.
- Assist with community outreach by contributing to curatorial department meetings; interns will help develop and strategize ideas to specifically engage the community with the museum's Asian art collections.
- Support museum efforts to highlight the collections on social media and through marketing. Create researched content in the form of interpretive information, exhibition labels, and online posts.
- Perform administrative tasks related to the museum's collections.

- Contribute to curatorial efforts of editing, updating, and ensuring that content about the museum's Asian art collections is accurate, culturally sensitive, and intellectually accessible to a wide range of audiences.
- Interns will have the opportunity to familiarize themselves with the museum's history and its collections by sharing that information with visitors.
- Attend and contribute to relevant team meetings (Monday staff meetings, 10-10:30am; quarterly collections committee meetings, 3:30pm).

Learning Outcomes:

By the end of the internship, the intern will:

- Gain hands-on experience within a museum.
- Gain hands-on experience with a historically significant Asian art collection.
- Learn how to integrate scholarly research into interpretive content intended for a wide range of museum audiences.
- Develop professional communication and teamwork skills
- Contribute research to the curatorial department and for museum educational purposes.
- Build a portfolio of work samples documenting contributions made to the museum throughout the course of an internship.
- Gain experience in public speaking
- Learn the basics involved in handling and care of special collections

Qualifications:

- Current undergraduate student enrolled in a MHIA-approved humanities major at ODU (see complete list [here](#)).
- Strong writing, research, and communication skills
- Attention to detail
- Self-motivated
- Ability to work independently and as part of a team
- Interest in Asian culture, studies & religions, or other relevant topics such as History (and/or Art History), the Humanities.
- Proficiency in Microsoft suite, including Excel, PowerPoint, familiarity with converting files into various formats (PDF, TIFF, PNG, JPG)

How to Apply:

Interested candidates should submit:

- Hermitage internship application (<https://thehermitagemuseum.org/internships/>)
- Resume/CV (emailed)
- Cover letter explaining applicant's interest in the role (emailed)

- A writing sample or portfolio (if applicable) (emailed)
- Recommendation letter from professor or academic advisor (emailed directly to HMG)

Send application materials to Ashleigh Maggard, Director of Development, at AMaggard@thehermitagemuseum.org. Applications will be considered immediately upon submission until 2 weeks prior to the start of semester date. Incomplete applications will not be considered.