

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2009**

Organization Name: The Carter Center

Address: One Copenhill
453 Freedom Pkwy
Atlanta, GA 30307

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Web site: www.cartercenter.org

Internship Supervisor/Contact: Lauren Kent-Delany

Organization's Mission Statement: The Carter Center, in partnership with Emory University, is guided by a fundamental commitment to human rights and the alleviation of human suffering: it seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health.

Summary of organization's primary programs and services:

The Carter Center, in partnership with Emory University, is the headquarters for Former President Jimmy Carter's post-presidential activities. It focuses on alleviating human suffering throughout the world. The Carter Center's work includes resolving conflicts, monitoring elections, advocating for transparency in government, eliminating certain diseases, reduction of poverty, seeking justice for political prisoners, and increasing equity for the mentally ill.

Intern's title: Art Services Intern

Internship project/job description: Art Services is responsible for the professional care of The Carter Center's growing art collection. The collection consists of a diverse range of artworks that have been given to President and Mrs. Carter or to The Carter Center. Interns assist in registration and management of the Center's art collection; maintain

computerized and written records; catalog new acquisitions; assist with inventory; work on installation and maintenance of art. Possible projects could include labeling and collection research.

Qualifications: Students who have Junior or Senior status in museum studies or art history are encouraged to apply. An interest in museum registration and/or curatorial work is preferred. Computer skills are required, and experience working with databases is desirable. Students should be able to work independently and be flexible and conscientious. This program offers a unique opportunity for the intern to experience all facets of collection management.

Preferred work days/hours: Between 9:00 am and 5:00 pm

Will the internship require that the student have a car? No.

Is placement site accessible by public transit or other transportation options? Yes.