Vizcaya Museum and Gardens
Vizcaya Museum and Gardens is a National Historic Landmark that preserves the Miami estate of agricultural industrialist James Deering to engage our community and its visitors in learning through the arts, history, and the environment. Vizcaya attracts nearly 275,000 visitors each year and is working to strengthen its profile as a cultural resource. Vizcaya consists of the Main House, gardens, and the Vizcaya Village across South Miami Avenue.

Position Description
Vizcaya Museum and Gardens seeks a fellow to support research on the social and cultural history of people who lived and worked at Vizcaya between 1913 and 1950. The fellow will be involved with a variety of projects that apply or include the resulting research including: exhibit and exhibition development and design, interpretive resources and programs, preservation considerations, and cataloguing. Respective staff will be available to train and guide the fellow as necessary.

This fellowship will follow the 2017 University of Miami academic calendar and consist of approximately 10 hours/week during that period. The fellow will continue to receive their regular stipend from the University of Miami and will be supervised by Vizcaya’s Curator and with an appropriate University of Miami faculty member as research and technical liaison. Fellows will work primarily onsite and will meet with Vizcaya staff regularly to review findings and progress. The fellow will use research resources available through Vizcaya, the University of Miami Libraries and the internet.

Responsibilities
1. Conduct research to advance the strategic, research, and interpretive goals for Vizcaya.
2. Build onto an existing bibliography of published primary and secondary sources relative to project.
3. Work with Vizcaya staff and Research Liaison on a continuing basis to review findings and progress.
4. As necessary and determined by partners, recommend and explore additional resources.
5. At the close of the project deliver a report to Vizcaya staff that addresses findings to date, initial interpretation of evidence (hypotheses), list of resources, additional research questions, and ideas for next steps.
6. Disseminate findings by the following methods: presentations for staff meetings and public programs, digital media and exhibition development.

Qualifications & Experience
1. Strong verbal, written and computer skills and experience with Microsoft Office Suite.
2. Basic research experience.
3. Strong time management skills.
4. Ability to work independently.

To apply, submit a resume and cover letter to Gina Wouters, Curator, Gina.Wouters@vizcaya.org. Select candidates will be invited for interviews at which time an application and standard background check will be required. For questions please contact: Gina.Wouters@vizcaya.org. This fellowship is not a Miami-Dade County employment opportunity.

Application Deadline: Open until filled.
This Internship is not complemented with the benefits offered to Vizcaya Museum and Gardens/Miami-Dade County employees. There is no coverage for medical, dental, vision, legal or life insurance, and no retirement plan options with this position. Vizcaya Museum and Gardens is an Equal Opportunity Employer.