

North Carolina Museum of Art

Internship Program

Internships at the NCMA provide opportunities to become familiar with and actively contribute to the inner workings of an art museum. They offer a challenging learning experience and promote awareness of museum careers. Students gain valuable experience working at the Museum and may be able to earn educational credits for their work.

Placement opportunities exist in these departments:

Communications • Curatorial • Marketing and Development • Education • Performing Arts and Film • Visitor Services • New Media • Planning, Design, and Museum Park • Registration • Security • Technology

Selection Process

Museum staff will review application materials and contact finalists for interviews.

Final candidates will be contacted within approximately six weeks after deadline. Final decisions are typically made four to six weeks after that.

The number and frequency of internships available varies from department to department. A department may be unable to offer an internship for a particular semester, for varying reasons, even after an opening has been posted online. You will be notified if your chosen department is not able to offer an internship.

Time Requirement

Interns must be available to work from 10 to 32 hours per week with flexible schedules. Refer to the individual department descriptions for hourly commitments.

Eligibility

To qualify for an internship, applicants must have completed four semesters of college with a 2.8 average on a 4.0 scale. Graduate students and recent college graduates are encouraged to apply.

Academic Credit

Some colleges give credit for internships. Students are responsible for making arrangements with their schools to receive credit. **Internships are unpaid.**

Questions about the internship program should be directed by email to the contact person listed under each department.

CHECKLIST FOR APPLYING FOR MUSEUM INTERNSHIP

Apply for any internship by sending all information to the contact person listed under the department of interest. To apply for multiple department internships, send the same information to EACH contact person listed.

Email must include each of the following:

- Cover letter of interest, addressed to the contact person, which must include:
 - **first** and **second** choice of departments
 - statement of your interest in a particular department
 - what you can contribute to the department
 - what you hope to learn from your experience
 - whether you are willing to accept any placement that matches your skills should your departments of choice be unavailable
- Current résumé, including contact information (home and email address, telephone number) and work experience
- College transcript demonstrating academic performance, a minimum of 2.8 overall on a 4.0 scale
- **Two** letters of reference, including at least one from a college professor

APPLICATION DEADLINES: MATERIALS MUST BE RECEIVED BY

- June 15 for fall semester
- November 1 for spring semester
- March 1 for summer semester

IMPORTANT NOTE

If your application email is missing any piece of the above information, you will not be considered for that internship.

COMMUNICATIONS DEPARTMENT: NEW MEDIA

Available fall, spring, and summer

REQUIREMENTS

Applicants must have completed their junior year. (Academic recommendations not required for graduates.) Please send links to your online portfolio, recent projects, and social networking profiles.

TIME COMMITMENT

One semester, with flexible schedule, 10–20 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Community engagement: Encourage lively interaction and help shepherd our flock on Twitter, Facebook, Vimeo, Flickr, Foursquare.
- Design: Plug in to the design process for ncartmuseum.org, a super-flexible, ever-evolving, high-traffic website.
- Front-end development: Is your code a work of art? Creative js/jquery artists encouraged to apply
- Back-end development: MySQL, PHP, Expression Engine (CodeIgniter), Drupal wizards welcome.
- Video: Final Cut Pro? iMovie? Put your editing skills to work in the Museum.
- Mobile app development: If you've got the skills and you're looking for your first big project, we've got ideas and a big stage.

To apply for this internship, contact Emily Kowalski, Communications Specialist,
ekowalski@ncartmuseum.org

COMMUNICATIONS DEPARTMENT

Available fall, spring, and summer

REQUIREMENTS

Applicants must have completed their junior year of college with coursework in communications, public relations, journalism, or related study. Writing experience is extremely beneficial.

TIME COMMITMENT

One semester, with flexible schedule, 10–40 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Write news releases about Museum programs, such as exhibitions, educational programs, and performing arts events
- Update website using CMS
- Assist with the distribution of press kits and related materials
- Assist with writing and distributing promotional materials such as e-newsletters and brochures
- Manage and develop promotions for Museum exhibitions and events
- Marketing-related research projects

**To apply for this internship, contact Emily Kowalski, Communications Specialist,
ekowalski@ncartmuseum.org**

CURATORIAL DEPARTMENT: CLASSICAL STUDIES

Available spring only

REQUIREMENTS

Applicants must be juniors, seniors or graduate students with a major in one of the following ancient art specialties:

1. Classical archaeology, classical studies, or art history with an interest in ancient Greek and/or Roman art. Knowledge of other ancient Mediterranean cultures (Egypt, Cyprus, and the Levant) desirable.

OR

2. Archaeology of the ancient Americas or art history with an interest in Maya, Aztec, or Inca cultures. Knowledge of related ancient American cultures desirable.

TIME COMMITMENT

One semester, with flexible schedule, 10–20 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Research and write on objects in the Museum’s collection and potential acquisitions
- Research and other substantive assistance related to planning special exhibitions and permanent collection installations
- Assistance with the planning of ancient art–related activities (Egyptology Seminar) and curatorial events (Art Day)

**To apply for this internship, contact Caroline Rocheleau, Curator of Ancient Art,
caroline.rocheleau@ncdcr.gov**

MEMBERSHIP AND DEVELOPMENT DEPARTMENT

Available fall, spring, and summer

REQUIREMENTS

Applicants must be juniors or seniors with a strong interest in development (fund-raising) work or arts administration. In addition to general requirements, applicants should have strong computer skills, be interested in member/donor relations and research, be willing to assist with event activities, and be interested in learning about the role membership and development plays in museum administration.

TIME COMMITMENT

One semester, with flexible schedule, 10–20 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Assist membership in daily activities such as data entry, light research, telephone work, and compiling information and statistics
- Assist the manager of the Contemporaries affiliate group (young professionals) with event planning, preparation, and other membership activities
- Support departmental efforts to identify, cultivate, and steward individual, corporate, and foundation donors and Museum members
- Research certain individuals, foundations, and corporations

**To apply for this internship, contact Camille Patterson, Senior Membership Officer,
cpatterson@ncartmuseum.org**

EDUCATION DEPARTMENT: YOUTH AND FAMILY PROGRAMS

Available fall, spring, and summer

REQUIREMENTS

Applicants must be juniors, seniors, or graduate students. Previous experience working with children is required.

TIME COMMITMENT

One semester, with flexible schedule, 15–25 hours per week. Wednesday–Saturday availability preferred.

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Assist with a variety of youth and family programs, working with contracted educators, volunteers, and NCMA education staff
- Provide support for instructors and education staff with preparation and organization of materials

To apply for this internship, contact Harriet Hoover, Coordinator of Teen and College programs, harriet.hoover@ncdcr.gov

EDUCATION DEPARTMENT: GENERAL

Available fall, spring, and summer

REQUIREMENTS

Applicants must be juniors, seniors, or graduate students with a good art history background. Major may be art history, studio art, art education, museum studies, or arts administration.

TIME COMMITMENT

One semester, with flexible schedule, 10–40 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Research and writing on objects in the Museum's collection
- Assistance to Museum educators in planning, coordinating, and implementing programs
- Designing hands-on activities and resources

**To apply for this internship, contact Deborah Murphy, Coordinator of Adult Programs,
deborah.murphy@ncdcr.gov**

EDUCATION DEPARTMENT: STUDENT TOUR AND DOCENT LIAISON

Available fall and spring

REQUIREMENTS

Applicants must be juniors, seniors, or graduate students with a good art history background. Major may be art history, studio art, art education, museum studies, or arts administration.

TIME COMMITMENT

One semester, Tuesday–Friday, approximately 4–5 hours per day

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Greeting and orienting school groups that visit the Museum
- Preparing a gallery talk/tour for staff, or other research project agreed upon
- Assisting visitors with Art Encounters (gallery guides)

To apply for this internship, contact Beth Shaw McGuire, Coordinator of Tours and Docent Education, beth.mcguire@ncdcr.gov

EDUCATION DEPARTMENT: TEEN PROGRAMS

Available fall, spring, and summer

REQUIREMENTS

Applicants must be juniors, seniors, or recent graduates with a background in art history, studio art, or education. Experience with teens, gallery teaching, and social media a plus.

TIME COMMITMENT

- One semester, with flexible schedule, 10–20 hours per week. Must be available to work some evenings and weekends.

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Assist in the management of the Teen Arts Council, which may include planning and preparing for weekly meetings, communicating with teens and parents, and leading discussions and activities
- Work with teaching artists to plan and facilitate teen workshops
- Contribute to marketing efforts and social media presence, including the blog (teens-inspired.org)

To apply for this internship, contact Harriet Hoover, Coordinator of Teen and College programs, harriet.hoover@ncdcr.gov

EDUCATION DEPARTMENT: COLLEGE NIGHT INTERNSHIP

Available fall only

REQUIREMENTS

Applicants must be juniors, seniors, or graduate students with a background in education, communications, or other field that relates to intern responsibilities listed below. Must be very comfortable with social media platforms and experienced in working with a team. This intern will collaborate with other interns within a larger College Advisory Council to brainstorm and develop content to promote College Night, scheduled for November 18, 2016.

TIME COMMITMENT

One semester, with flexible schedule, 5–10 hours per week, August–November

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Design a poster and series of related web images that brands the exhibition programs to a college audience
- Develop programs to engage college students during the event
- Write content for social media and blogs about the event
- Attend two College Advisory Council meetings and participate in the event planning of College Night. Use this focal group to provide feedback in the design of marketing materials and then to distribute it to various campuses.
- Attend the Museum's marketing meetings in preparation for the fall exhibition to learn themes, processes, and constraints for designing materials for a state art museum
- Miscellaneous office duties related to planning the event

To apply for this internship, contact Harriet Hoover, Coordinator of Teen and College Programs, harriet.hoover@ncdcr.gov

PARK AND LANDSCAPE DEPARTMENT

Available fall, spring, and summer

REQUIREMENTS

Applicants must have completed their freshman year of college with coursework in horticulture, landscape architecture, environmental technology, ecology, or other relevant area.

TIME COMMITMENT

One semester, with flexible schedule, 10–40 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents, the intern can expect to be involved in some or all of the following:

- Irrigation system and pump maintenance, installation, repair
- Proper horticultural care of Museum landscape and Park, including watering, fertilizing, monitoring soil moisture, pruning, insect and disease detection
- Assist with volunteer work days
- Interaction with visitors, including monitoring visitor activities and demographics via visual observation or surveying
- Ecological research, data accumulation, and recommended plan for action in the Museum's natural areas
- General maintenance of Park and landscape
- Introduction to proper equipment maintenance
- Assistance with Park mapping and wayfinding information via GPS, Arc GIS, and similar programs

**To apply for this internship, contact Lindsey Dougherty, Park Programs,
LMdougherty@ncartmuseum.org**

PERFORMING ARTS AND FILM DEPARTMENT

Available summer only

REQUIREMENTS

Applicants must be juniors, seniors, or graduate students. Major may be in the performing arts, communications, or education.

TIME COMMITMENT

One semester, with flexible schedule, 10–32 hours per week. Must be available to work on most weekends.

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Assist with performing arts series advertising and marketing
- Organize and implement radio station promotions and giveaways
- Assist with the distribution of press kits, fliers, and related materials
- Assist the performing arts programmers in planning, coordinating, and implementing concerts and films
- Must have clean, reliable transportation and may be asked to drive for artists on performance days

To apply for this internship, contact Molly Matlock, Manager, Performing Arts and Film, mmatlock@ncartmuseum.org

REGISTRATION DEPARTMENT

Available fall, spring, and summer

DESCRIPTION

Are you interested in finding out what happens behind-the-scenes at the NCMA? The Registration Department has principal oversight of the permanent collection and provides crucial back-of-house support for a dynamic changing exhibition schedule.

REQUIREMENTS

Applicants must be juniors, seniors, or graduate students. Computer skills are necessary, including Windows Office, especially Word and Excel. Collections database experience is a plus.

TIME COMMITMENT

One semester, with flexible schedule, 10–15 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. May include some or all of the following:

- Assist with processing of forms related to loans and exhibitions such as receipts, loan agreements, condition report forms
- Be a part of the exhibitions team during installation/deinstallation in the galleries
- Assist with annual inventory of the NCMA collection, including updating the collections database locations (summer only)
- Provide support on other projects as needed

**To apply for this internship, contact Maggie Gregory, Chief Registrar,
maggie.gregory@ncdcr.gov**

SECURITY DEPARTMENT

Available fall, spring, and summer

REQUIREMENTS

Applicants must have completed their freshman year of college with coursework in criminal justice or other relevant area.

TIME COMMITMENT

One semester, with flexible schedule, 10–30 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents, the intern can expect to be involved in some or all of the following:

- Access/building security
- Gallery security
- Special events security
- Interaction with visitors; including monitoring visitor activities
- Park security
- Amphitheater security for concerts, plays, etc.
- Outdoor movie security
- Response to incidents in the Museum Park, such as injured persons, trespassers, lost children

**To apply for this internship, contact Marvin Clark, Director of Security,
marvin.clark@ncdcr.gov**

TECHNOLOGY DEPARTMENT

Available fall, spring, and summer

REQUIREMENTS

Applicants must have completed two years of college and have an interest in technology. Basic computing skills are required.

TIME COMMITMENT

One semester, with flexible schedule, 10–30 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Computer hardware
- Applications support
- Inventory database
- Document technical processes
- Supplement audiovisual support: setup, running, and teardown for various events (weddings, corporate events, lectures, educational programs). Note: This does not include amphitheater events.
- Record/convert video of various programs to be made available online

**To apply for this internship, contact Richard de Nijs, Manager of IT Department,
rdenijs@ncartmuseum.org**

VISITOR SERVICES

Available fall, spring, and summer

REQUIREMENTS

Applicants must be junior level or above. A major or minor in art, volunteer management, public relations, or museum administration is preferable. Computer skills are necessary, including Windows Office and using the Internet as a research resource. Public speaking experience is helpful.

TIME COMMITMENT

One semester, flexible schedule within Museum public hours, 10–16 hours per week

RESPONSIBILITIES

Dependent upon academic background, interests, and talents of the intern. Will include some or all of the following:

- Assist in updating volunteer application, manuals, and training materials
- Assist visitors to the Museum in acquiring resources, inform them of permanent and temporary exhibitions, and answer general questions regarding events, programs, and facilities
- Assist in the coordination, training, placement, and supervision of volunteers
- Assist in investigating and implementing ways to improve the quality of the visitor experience

**To apply for this internship, contact Robert Mlodzik, Manager of Visitor Services,
robert.mlodzik@ncdcr.gov**