



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. **Take a look at our new openings!**

Placement opportunities in these departments:

- Communications
- Curatorial
- Development
- Education - general
- Performing Arts & Film
- Registration
- Visitor Services

New beginning this summer!

NEW: Youth and Family Programs (Education)

NEW: Classical Studies (Curatorial)

NEW: Research Intern (Education)

NEW: New Media (Communications)

NEW: Summer Workshop Aide (Education)

Selection Process

- **Once the deadline has passed**, Museum staff review application materials and finalists are contacted for interviews.
- Final candidates will be contacted for interviews within approximately one month **after deadline**. Final decisions are typically made within one month 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 4 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.

All internships are unpaid.

Questions regarding the internship program should be directed by email to the Education Department at ailsa.tessier@ncdcr.gov or (919) 664-6776.

CHECKLIST FOR APPLYING FOR MUSEUM INTERNSHIP

Packets MUST include:

- Cover letter of interest, addressed to Intern Coordinator, 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
 - if you are willing to accept any placement that matches your skills should your departments of choice be unavailable.
- Current resumé including all 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
- If applying for New Media internship, note different requirements.**

APPLICATION DEADLINES – MATERIALS MUST BE POSTMARKED BY:

- **June 15** for Fall Semester
- **November 1** for Spring Semester
- **March 1** for Summer Semester

SEND YOUR COMPLETED APPLICATION PACKET TO:

Intern Coordinator
Education Department
North Carolina Museum of Art
4630 Mail Service Center
Raleigh, North Carolina 27699-4630

Please note:

**To be considered for an internship, materials must be complete, per the above checklist.
Please do not send incomplete application packets.**

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COMMUNICATIONS DEPARTMENT:

NEW MEDIA – NEW!

ACCEPTING APPLICATIONS NOW FOR THIS POSITION

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. May 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 Web site.
- Front-end development: Is your code a work of art? Creative js/jquery artists encouraged to apply.
- Back-end development: MySQL, PHP, ExpressionEngine (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.

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CURATORIAL DEPARTMENT:

CLASSICAL STUDIES – NEW!

AVAILABLE SPRING and SUMMER

REQUIREMENTS:

Applicants must be **juniors, seniors or graduate students** with a major in art history, Classical studies or Classical archaeology, and an interest in ancient Greek and/or Roman art. Knowledge of ancient Greek or Latin desirable.

TIME COMMITMENT:

One semester, with flexible schedule, from 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

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EDUCATION DEPARTMENT:

RESEARCH INTERN – NEW!

AVAILABLE SUMMER and FALL

REQUIREMENTS:

Applicants must be juniors, seniors, or graduate students with a good art history background. Previous research experience is necessary.

TIME COMMITMENT:

One semester, with flexible schedule, 10–15 hours per week except for the week of our Videography Think Tank (July 17–20), which will average 30 hours.

RESPONSIBILITIES:

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

- Intern will choose and research works from the Museum's collection and assist with curriculum development for online high school courses.
- The intern will also present these works to curriculum writers and collaborate in the development of content for the course.

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EDUCATION DEPARTMENT:

SUMMER WORKSHOP AIDE – NEW!

AVAILABLE FALL, SPRING AND SUMMER

REQUIREMENTS:

Applicants must be juniors, seniors, or graduate students with a good art history background. Previous experience working with children or young adults and a background in art is preferred.

TIME COMMITMENT:

One semester, with flexible schedule, 5–10 hours per week except for the two weeks of workshops (June 25–29 and August 6–10), which will average 40 hours.

Note: New position will allow for flexibility in scheduling and responsibilities; candidates will discuss details with camp manager.

RESPONSIBILITIES:

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

- Intern will assist with morning and afternoon NCMA summer workshops (for ages 11–18) for two weeks working with instructors, volunteers, and NCMA education staff. Workshop topics include filmmaking, street art, painting, comics, and animation.
- Intern will help manage campers (ages 6–10) throughout the day, inside the Museum as well as outdoors, and provide support for instructors with preparation and organization of materials.

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EDUCATION DEPARTMENT:

YOUTH AND FAMILY PROGRAMS – NEW!

AVAILABLE FALL, SPRING, and SUMMER

REQUIREMENTS:

Applicants must be juniors, seniors, or graduate students with a good art history background. Previous experience working with children and a background in art 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:

- Intern will assist with a variety of youth and family programs, working with contracted educators, volunteers, and NCMA education staff.
- Intern will provide support for instructors and education staff with preparation and organization of materials, and support with facilitating programs.

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COMMUNICATIONS DEPARTMENT

AVAILABLE FALL, SPRING, and SUMMER

REQUIREMENTS:

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

TIME COMMITMENT:

One semester, with flexible schedule, from 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 Web site using CMS
- Assist with the distribution of press kits and related materials
- Assist with writing and distributing other promotional materials, such as e-newsletters and brochures
- Managing and developing promotions for Museum exhibitions and events
- Marketing-related research projects

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DEVELOPMENT DEPARTMENT

AVAILABLE FALL, SPRING, and SUMMER

REQUIREMENTS:

Applicants must be **juniors or seniors** with a strong interest in development (fundraising) work or arts administration. Computer skills are necessary.

TIME COMMITMENT:

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

RESPONSIBILITIES:

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

- Support departmental efforts to identify, cultivate and steward individual, corporate and foundation donors and Museum members
- Research individuals, foundations and corporations
- Maintain individual, corporate and foundation prospect files
- Provide assistance in planning, coordinating and implementing development and membership meetings and events

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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, from 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, or designing hands-on activities and resources

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EDUCATION DEPARTMENT:

Student Tour and Docent Liaison

AVAILABLE FALL, SPRING, and SUMMER

Note: This position is one of several opportunities in the Education department. Please indicate in your cover letter if you are applying for this specific position.

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 through Friday, approximately 4-5 hours/day

RESPONSIBILITIES:

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

- Greeting and orienting school groups who visit the Museum
- Preparing a gallery talk/tour for staff, or other research project agreed upon
- Depending on intern's availability, may include assisting visitors with Art Encounters (gallery guides)

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EDUCATION DEPARTMENT:

SUMMER CAMP AIDE

AVAILABLE SUMMER ONLY

REQUIREMENTS:

Applicants must be **juniors, seniors** or **graduate students** with a good art history background. **Previous experience working with children and a background in art or outdoor recreation is preferred.**

TIME COMMITMENT:

One semester, with flexible schedule, from 20–30 hours per week

Note: New position will allow for flexibility in scheduling and responsibilities; candidates will discuss details with camp manager

RESPONSIBILITIES:

Dependent upon academic background, interests and talents of the intern:

- Intern will assist with NCMA summer camps, working with camp assistants, instructors, volunteers and NCMA education staff.
- Intern will assist managing campers (ages 6-12) throughout the day (inside the Museum as well as outdoors) and provide support for instructors with preparation and organization of materials.

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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, with flexible schedule within Museum public hours, from 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

REGISTRATION DEPARTMENT:

AVAILABLE SUMMERS ONLY

Intern needed for 15–20 hours per week to assist in performing the annual inventory of the NCMA collection.

Working closely with the Assistant Registrar the intern will physically verify that objects are found in their recorded locations surveying painting racks, object shelves and solander boxes, confirming that all objects are accounted for and in their correct locations. At the end of each day the intern will summarize notes and update individual records in our collections database, creating an electronic record of the inventory.

- NOTE: You must submit your application per guidelines, but need not indicate another department in your cover letter if you are only applying specifically for this position. It will still qualify for school credit, which you arrange on your own.