

# 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:

**Curatorial • Marketing/New Media • Education • Performing Arts and Film • Visitor Services • Planning and Museum Park • Registration • Technology**

### **Selection Process**

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

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

The number and frequency of internships available varies. 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:**  
[internships@ncartmuseum.org](mailto:internships@ncartmuseum.org).

## CHECKLIST FOR APPLYING FOR MUSEUM INTERNSHIP

**Apply for any internship by sending all information to the following email:**

[internships@ncartmuseum.org](mailto:internships@ncartmuseum.org).

**Email must include each of the following:**

- Cover letter of interest, addressed "To Whom It May Concern, 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. **Individual's selected as your references can send their letter directly to the internship email at [internships@ncartmuseum.org](mailto:internships@ncartmuseum.org).**

### APPLICATION DEADLINES: MATERIALS MUST BE RECEIVED BY

- June 15 for fall semester
- October 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.**

## **MARKETING DEPARTMENT**

Available fall, spring, and summer

### **REQUIREMENTS**

Applicants must have completed their freshman year of college with coursework in marketing, communications, public relations, journalism, or related study. Writing and social media 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, and press clips
- 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
- Community engagement: Encourage lively interaction and help shepherd our flock on Twitter, Facebook, YouTube, and Instagram.

## **CURATORIAL DEPARTMENT: ANCIENT ART**

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 provide other substantive assistance related to planning special exhibitions and permanent collection installations
- Assistant with the planning of ancient art-related activities (Egyptology Seminar) and curatorial events (Art Day)

## **CURATORIAL DEPARTMENT: CONTEMPORARY ART**

Available fall, spring, and summer

### **REQUIREMENTS**

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

1. Art History, with an interest in modern and contemporary art. Knowledge of global arts, post-1980s, desirable.

OR

2. Museum Studies, with an interest in curatorial projects.

### **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 provide other substantive assistance related to planning special exhibitions and permanent collection installations
- Exhibition development for smaller, permanent collection-based exhibitions
- Additional research and writing needs as requested

## **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

## **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

## **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)



## 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 monthly meetings, communicating with teens and parents, and leading discussions and activities
- Co-manage the *Teens, Inspired* juried exhibition for high school students across North Carolina
- Work with teaching artists to plan and facilitate teen workshops
- Contribute to marketing efforts and social media presence, including the blog ([teens-inspired.org](http://teens-inspired.org))

## **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. Must be 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 17, 2017.

### **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

## **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
- Assisting 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

## **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

## **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

## **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

## **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