

COLLECTIONS INTERNSHIP PROGRAM Spring 2018 Application

General Description

The Plains Art Museum seeks an Intern with a background in art education, museum studies, studio art, art history, cultural studies, and/or history to assist the Collections departments with the inventorying, rehousing, and organization of the Education Collection at the Plains Art Museum. This internship is an experiential learning program that provides students with hands-on knowledge while exposing them to the inner workings of art museums and non-profit organizations. Applicants must be upper classmen (juniors, seniors, or recent graduates) of undergraduate programs or students pursuing graduate degrees (masters and/or PhD). This position requires a detail-oriented person who has strong interpersonal skills and is also self-motivating and conscientious of deadlines. It is the applicant's responsibility to complete any necessary paperwork and obligations with his/her school.

Spring 2018 Duties & Responsibilities

Intern will gain in-depth experience through hands-on work with the education collection of the museum under the guidance of the Director of Collections. Duties and responsibilities include: evaluating the education collection current state; developing and implementing a plan to reorganize and rehouse the collection; and cataloguing and numbering the collection. Considerations will need to be taken into account for ease of access and basic conservation standards specifically for an education collection. The Intern will gain experience in collections processing and cataloging, object handling, and developing a collections care plan specifically for a collection meant to be used by visitors. Additionally, the intern will be exposed to aspects of the education department, such as best practices in gallery-based learning and object-based learning techniques. The intern may perform administrative tasks as needed. Lastly, this internship will include meetings with key Museum staff so that the Intern may learn about other career opportunities in art museums.

Application Process

- Deadline: December 1, 2017
- Phone/In-person interviews: December 6-13, 2017
- Notification of status: December 15, 2017
- Internship begins: January 8, 2018

Internship Schedule

- Variable and dependent upon type of internship (see next page)
- Intern will create a fixed schedule with Director of Collections and Operations
- Internship is offered during regular business days/ hours: Monday–Friday, 9 AM–5 PM
- Attendance at night and weekend events is optional, but strongly encouraged

For questions about the Internship Program, please contact:

Steve Jacobs
Director of Collections and Operations
sjacobs@plainsart.org

Application Instructions

Return this completed form along with your Résumé, Personal Essay, Letter of Reference (sealed and signed) to: **Plains Art Museum, Attn: Steve Jacobs, 701 1st Ave N, Fargo, ND 58102** by **December 1, 2017**. You may email portions of the application to **sjacobs@plainsart.org**. Incomplete applications and applications submitted after the deadline will not be considered.

Name: _____ **Date of Application:** _____

Contact Information

Permanent Address:	School Address:
<input type="checkbox"/> Check if you prefer the address above.	<input type="checkbox"/> Check if you prefer the address above.
Telephone:	
Email:	

Type of Internship

- **Paid** Intern is provided with a predetermined stipend from their school.
- **Academic Credit** Intern does not qualify for a stipend and Intern is responsible for ensuring any/all necessary paperwork is completed with his/her college/university.
- **Volunteer** Intern acknowledges the Internship will not constitute employment and no stipend or academic credit will be awarded.

Please "x" the type of internship for which you are applying.

Paid Internship Academic Credit Volunteer

Education

Please provide basic information about your current course of studies.



College/University:	
Major:	Overall GPA:
Minor:	Major GPA:

Please "x" your year in school.

Junior
 Senior
 Recent graduate (BS/BA)
 Graduate

Computer & Technical Skills

Please "x" the appropriate boxes for the software with which you have substantial working knowledge.

<input type="checkbox"/> Adobe Creative Suite	<input type="checkbox"/> Microsoft Office Access
<input type="checkbox"/> Adobe Photoshop family	<input type="checkbox"/> Microsoft Office Excel
<input type="checkbox"/> Adobe Acrobat family	<input type="checkbox"/> Microsoft Office Outlook
<input type="checkbox"/> Adobe Elements family	<input type="checkbox"/> Microsoft Office PowerPoint
<input type="checkbox"/> Microsoft Internet Explorer	<input type="checkbox"/> Microsoft Office Word
<input type="checkbox"/> Microsoft Office (all)	<input type="checkbox"/> Other, please list:

Application Checklist

Please double-check that you have included the following information with your application.

1	Résumé not to exceed 2 pages (1" margins, 12-point Times New Roman font) including: <ul style="list-style-type: none"> • Academic history and achievements (year, major/minor, awards, scholarships, honors) • Employment history
2	Personal Essay (max 1000 words) describing how you envision the internship will contribute to your educational and professional goals.
3	Sealed & Signed Letter of Reference from a faculty member with whom you have studied.