

EDUCATION INTERNSHIP PROGRAM Spring 2018 Application



General Description

The Department of Education at Plains Art Museum seeks an Intern with a strong background in art education, museum studies, studio art, art history, cultural studies, and/or history to assist with all aspects of youth education at 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 fieldwork experience by designing and facilitating programs that address the needs of youth and family audiences. Interns will assist with community programs, Pre-K - 12 gallery and studio experiences, youth workshops, and after school programs. Duties and responsibilities include: creating and implementing activities for gallery and interactive spaces; helping the Assistant Director of Education develop and evaluate youth experiences; assisting with developing gallery-based learning and studio activities for family programs. The Intern will also be exposed to other areas of museum education such as: art-based curriculum writing; best practices in gallery-based learning; development of self-guided interpretation; visitor research and analysis; facilitation of public programs; studio management. 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 11-13, 2017
- Notification of status: December 15, 2017
- Internship begins: mid-January 2018

Internship Schedule

- Variable and dependent upon type of internship (see next page)
- Intern will create a schedule with Assistant Director of Education
- Intern must to maintain the schedule for the duration of the Internship (failure to do so will result in termination of Internship)
- Internship is offered Monday–Saturday, 9 AM–9 PM
- Attendance at night and weekend events is strongly encouraged

Dress Code

Business attire (casual attire as needed)

For questions about the Internship Program, please contact:

Katherine Rieck, Assistant Director of Education Plains Art Museum

(701) 551-6147

education@plainsart.org



Application Instructions

Return this completed form along with your Résumé, Personal Essay, Letter of Reference (sealed and signed), and Unofficial School Transcript to: **Plains Art Museum, Attn: Katherine Rieck, 701 1st Ave N, Fargo, ND 58102** by **December 1, 2017**. You may email portions of the application to education@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 Number(s):			
Email Address(es):			

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:

Foreign Language Skills

Please list any foreign language(s) with which you have significant skill, and "x" the appropriate boxes.

Language: _____	Ability:	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Speaking
Language: _____	Ability:	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Speaking
Language: _____	Ability:	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Speaking
Language: _____	Ability:	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Speaking

Emergency Contact(s)

Please provide information for one or two emergency contacts.

Emergency Contact 1	Emergency Contact 2
Name:	Name:
Telephone:	Telephone:
Email:	Email:

Application Checklist

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

1	Résumé not to exceed 2 pages 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.
4	School Transcripts from college/university—may be an official or unofficial copy.