

# PLAINS ART MUSEUM EDUCATION DEPARTMENT INTERNSHIP PROGRAM Spring 2020 Application

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## 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 youth education and outreach 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 2020 Duties & Responsibilities

Intern will gain in-depth fieldwork experience by working with youth, family, and outreach programs at Plains Art Museum. Interns will assist with designing school curriculum and resources and facilitating a range of programs, from Pre-K-12 school tours, family programs, and after school programs to outreach events. Duties and responsibilities include: serving as assistant curator for the 2020 School Spirit: Celebrating Youth Art Month exhibition; designing K-12 curricular activities linked to the Education Collection and Permanent Collection at Plains Art Museum; assessing and redesigning learning materials connected to the Plains Art Case program; designing and implementing interactives for gallery and family spaces; assisting with development and assessment of outreach programs. The Intern will also be exposed to other areas of museum education such as: best practices in gallery-based learning; evaluation protocols; 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 2, 2019
- Phone/In-person interviews: December 5-6, 2019
- Notification of status: December 9, 2019
- Internship begins: early to mid-January 2020

## Internship Schedule

- Variable and dependent upon type of internship (see applicant information form)
- Intern will create a schedule with education staff
- Intern must to maintain the schedule for the duration of the Internship (failure to do so will result in termination of Internship)
- Internship hours are 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:

Netha Cloeter, Director of Education and Social Engagement, Plains Art Museum

(701) 551-6109

[ncloeter@plainsart.org](mailto:ncloeter@plainsart.org)

704 First Avenue North, PO Box 2338, Fargo, North Dakota 58108-2338

P 701.232.3821 F 701.293.1082 W [plainsart.org](http://plainsart.org)



## Application Instructions

Please submit the following materials to the address below to be considered for the internship:

<b>1</b>	<b>Application Form:</b> p. 2-3 of this document
<b>2</b>	<b>Résumé</b> not to exceed 2 pages including: • Academic history and achievements (year, major/minor, awards, scholarships, honors) • Employment history
<b>3</b>	<b>Personal Essay</b> (max 1000 words): Describe how you envision an internship in Plains Art Museum's education department will contribute to your educational and professional goals.
<b>4</b>	<b>Sealed &amp; Signed Letter of Reference</b> from a faculty member with whom you have studied
<b>5</b>	<b>School Transcripts</b> from college/university—may be an official or unofficial copy

Mail materials to: **Plains Art Museum, Attn: Netha Cloeter, 701 1<sup>st</sup> Ave N, Fargo, ND 58102** by **December 2, 2019** (this is a received by date, not a postmark date). You may email portions of the application to [ncloeter@plainsart.org](mailto:ncloeter@plainsart.org). Incomplete applications and applications submitted after the deadline will not be considered.

## APPLICATION FORM

**Name:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

## CONTACT INFORMATION

<b>Permanent Address:</b>	<b>School Address:</b>
<input type="checkbox"/> Check if you prefer the address above.	<input type="checkbox"/> Check if you prefer the address above.
<b>Telephone Number(s):</b>	
<b>Email Address(es):</b>	

## 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.

<b>College/University:</b>	
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

## APPLICATION CHECKLIST

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

- Application Form**
- Résumé**
- Personal Essay**
- Sealed & Signed Letter of Reference**
- School Transcripts**

