

Your Internship How To Packet!

Important Requirements:

- Cover Letter
- Resume
- References / Recommendation Letters
- Scholarly Writing Examples

Cover Letter

- A cover letter should include
- Your name, address, phone number, email address
- Why you are interested in the position, a brief overview of your qualifications and how they would benefit the position, this is your chance to argue your skills and convince the reader your right for the position.
- Include in each paragraph a strong reason why your employer should hire you and how they will benefit from the relationship.
- Avoid explaining your entire resume but use your resume as a source of data to support your argument
- Thank the reader or company for their consideration
- Cover Letter formats can be found here! <https://www.thebalance.com/cover-letter-format-2060205>

Resume

Resume formatting is different and should be individualized to each job, internship position. We'll go more into Resumes at the workshop next week, but things to include are

- Work and relative experience
- Education
- Community and school involvement
- Skills
- Exhibition experience
- Publication experience

References

- References aren't too much to sweat about, make sure to find the best candidates for references and recommendations!
- Consider their experience and current positions as well (I.e if you're looking for a curatorial internship and wanting a recommendation letter, it might be more beneficial to ask a gallery director than a teacher)

Examples of Scholarly Writing

- If you are applying to any internship relevant to art history, publication, development, or marketing you will probably have to provide an example of scholarly writing.
- Scholarly writing should most likely come from a final research paper you submitted in an upper division art history class.
- This is the chance to demonstrate your skills of articulation and organization.
- The subject matter is relevant, however, if you do have a paper relating to the topic of study (I.e. an Internship in the Modern and Contemporary wing a paper surrounding the exploration of Modern objects, artwork) that would be a good choice to demonstrate the experience you have within the artistic period

MUSEUM INTERNSHIPS IN DENVER

Denver Art Museum Internships

<http://denverartmuseum.org/museum-education-internships>

Applications are accepted for three internship terms:

Spring: January—May (application deadline: November 15)

Summer: May—August (application deadline: March 15)

Fall/Winter: August—January (application deadline: July 15)

You will need:

- Resume

- letter of interest
- type of internship you prefer: a programming internship, a research based internship, or both types of internships.

A programming internship involves assisting with creating and implementing a variety of programs connected to the DAM art collection to ensure visitors of all ages have the highest quality museum experience.

A research-based internship involves a mix of visitor research and collection research focused on improving the museum experience for visitors.

<https://andrewhudsonsjobslist.com/jobs/development-intern-in-denver-colorado-us/>

Development Internship at DAM. The application here says it is for this fall, but if the position isn't filled they could keep it open for spring

This is an opportunity for a college level student or recent graduate to be an active member of a non-profit development department, and gain experience in a variety of development areas including event planning, corporate sponsorship, foundation research, individual giving and basic use of Raisers Edge. This is an excellent opportunity to learn how a development department works in a museum environment.

- Assist with prospect research and donor stewardship for corporations, foundations and individuals
- Work closely with the Associate Director of Development on details related to current DAM development events.
- Update donor information in Raisers Edge
- Attend development events, development team meetings and provide limited administrative assistance

Qualifications

- Positive attitude and ability to work within a team or on individual projects
- Detail-oriented
- Ability to maintain confidentiality with donor and financial information
- Strong organizational skills and ability to handle multiple deadlines and priorities
- Excellent written and verbal communication skills
- Strong research capabilities
- Flexibility to volunteer at various evening events
- Preferably enrolled in a university as a senior or a recent graduate and interested in non-profit fundraising and development, event planning and management and/or museum studies
- Estimate 2 days (16 hours) per week, depending on candidates availability

All internships are part-time with no financial compensation but are a learning opportunity. Interns will be issued a Denver Art Museum family membership for the duration of the internship and are able to utilize its benefits

You will need to create a free account (login) with Denver Art Museum in order to apply

Denver Museum of Nature and Science

<http://www.dmns.org/join/volunteering/temporary-exhibit-facilitator/>

Ongoing - this is a volunteer opportunity, not necessarily an internship, but a great way to have hands on experience and knowledge of how museums operate, and the visitor experience as well. Just something to consider!

Temporary Exhibit Facilitators are providers of excellent customer service by greeting guests, helping guests plan their visit, providing information as the guest transitions through the exhibit, answering questions regarding content, and facilitating educational experiences. Facilitators may also assist with special evening events, dependent on their availability.

This is an ongoing position where facilitators will assist with all temporary exhibits. With the Anschutz Gallery and Phipps Gallery, the Denver Museum of Nature & Science hosts simultaneous temporary exhibits. Facilitators will train for all exhibits and will facilitate multiple exhibits when they are running concurrently.

In the application, you get to pick your top 2 choices for which exhibits you want to work in! All of the active exhibits are available.

You will need:

- Statement of Purpose
- List any proficient language skills you may have
- And if accepted, you will need to perform a background check

Denver Art Museum Part-Time Job

<https://andrewhudsonsjobslist.com/jobs/gallery-host-part-time-in-denver-colorado-us/>

This is a part-time job, but working closely with museum staff and the function of galleries is good experience!

Gallery Hosts are positioned throughout galleries and other public areas of the Denver Art Museum. They make all visitors feel welcomed and well cared for, keep people and objects safe, and help visitors experience the museum in ways that will engage, delight and inspire them.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Provide exceptional customer service in all visitor interactions and represent the museum as welcoming and inviting
- Engage with visitors. Answer their questions and also initiate conversations with them and provide strategic information and tools to enhance their experience at the museum
- Through both structured and self-initiated training, acquire and maintain knowledge of answers to frequently asked questions and of the museum's collections, exhibitions, programs, activities, buildings and etiquette

- Help ensure that the art work is not touched or damaged
- Enforce policies and handle difficult situations while remaining poised, respectful and diplomatic
- Attend daily huddle meetings and participate in trainings and discussions
- Help collect visitor feedback through observational and formal methods, as directed
- Follow museum procedures to respond to and report suspicious activity and accidents, injuries and hazardous situations. Complete written reports, as required.
- Understand the DAMs safety policies and emergency procedures and be ready, willing and able to assist with evacuations and other emergency situations
- Check and scan tickets for special exhibitions
- Assist visitors in checking out and returning equipment for audio tours

<http://www.artcurators.org/?page=Internships>

Nothing really available right now, but an excellent source for museums that regularly have internships positions

CLOSE OUT OF STATE INTERNSHIP

Georgia O’Keeffe Museum

<https://www.okeeffemuseum.org/about-the-museum/opportunities/internship-opportunities/>

For those willing to travel a bit, here’s one in New Mexico at the Georgia O’Keeffe Museum

Each year, we have a variety of internship opportunities, both with and without stipends. Internship projects and requirements will vary within the different departments of the Museum. A formal internship agreement will be provided by the Museum prior to the commencement of an internship. Paperwork made available by the college or university for student academic credit will be reviewed and adhered to as possible.

Paid and Unpaid internships are available

School Credit is of course an option if it is approved by UNC

You will need:

- Statement of purpose
- Transcripts
- 2 letters of reference

GALLERY INTERNSHIPS IN CLOSE PROXIMITY

Art Works Loveland

- Contact for more info! Email info@artworksloveland.org

CPAC Internship

- <http://www.cpacphoto.org/internships/>

Volunteering at Fort Collins Museum of Art

- (not an internship technically, but looking for Installers, Gallery Attendants, etc... could count as an internship maybe?)

<http://www.ftcma.org/donate/volunteer-fcma/>

Gregory Allicar Museum of Art

- CSU – contact staff for more info.

<https://artmuseum.colostate.edu/?s=internship>

WEBSITES TO HELP FIND YOUR OWN (INCLUDES SEASONAL, 9 MONTH FOR POSTGRAD, ABROAD, AND MORE)

<http://www.internships.com/museum>

<https://www.globalexperiences.com/students/internships-abroad/art-art-museums-and-galleries-internships/>

<https://www.indeed.com/jobs?q=Art&l=Denver,+CO&rb1=Denver,+CO&jlid=3ff9c6509d39a5e5&jt=parttime>

<https://www.glassdoor.com/Job/jobs.htm?suggestCount=0&suggestChosen=false&clickSource=searchBtn&typedKeyword=Art+gallery&sc.keyword=Art+gallery&locT=C&locId=1148170&jobType=>

<http://www.internships.com/student>

- <http://www.internships.com/search/posts?Keywords=art&Location=New+York%2C+NY&Type=cat>

<https://www.coolworks.com/jobs-by/category>

HOUSING

- Housing for out of state internships: there are many ways to find quick housing availability from searching craigslist or close by Universities for their housing availability.
- Another good option is to contact other out of state interns at the position to see what their plans are for housing
- Here is a couple websites to help you get started!

https://www.shorttermhousing.com/intern-housing/?utm_source=bing&utm_medium=ppc&key=interns-biz&campaignid=318343207&adgroupid=1235851126176378&keyword=%2Bintern%20%2Bhousing&matchtype=b&extension=&adposition={adposition}&device=c&gclid={gclid}&querystring=out%20of%20state%20housing%20for%20interns%20website?utm_source=Bing%20PPC&utm_medium=Bing%20PPC&utm_campaign=Bing%20PPC

<https://www.thebalance.com/temporary-summer-housing-options-1986533>

-This is a website that lists out some east coast universities that provide student housing for summer interns!

<https://career.berkeley.edu/Internships/IntHousing>