



# Akron Art Museum

## Curatorial Department Internships

Curatorial interns can expect to gain hands-on experience and exposure to the daily functioning of the Akron Art Museum. Interns will have opportunities to contribute to the museum by supporting the curatorial department through various tasks and projects. The availability of internships varies according to department needs.

### Range of Duties

Perform a combination of research, writing, registrarial and clerical duties including:

- Research art objects and artists currently in museum's collection
- Assist with research, checklists and floor-plans for upcoming exhibitions
- Database and filing system maintenance and input
- Assisting with various administrative and clerical tasks within the Curatorial department

### Eligibility Requirements

- College students, recent college graduates and graduate students who majored (or are majoring) in art, art history or museum studies
- Knowledge of modern and contemporary art, familiarity with art research methods and sources (including online databases/indices) and strong written and verbal communication skills
- Familiarity with MS Office software

Strong candidates exhibit a willingness to learn, can be flexible and shift gears quickly, have a high level of attention to detail and are self-starters.

### Nature of Internship

This unpaid internship requires a minimum commitment of 7 hours per week. Most interns work one full day (M-F) per week. Additional hours may be arranged if necessary for academic credit, which is earned at the discretion of the intern's school. So that interns may receive the opportunity to learn multiple skills and/or attend to multiple aspects of a longer-term project, they must be able to commit to at the full length of a semester (approximately 4 months).

### Application Procedure

Applicants should send the following materials to [Curator@AkronArtMuseum.org](mailto:Curator@AkronArtMuseum.org):

1. Application form
2. Resume or CV
3. Cover letter of not more than 500 words describing your career goals, interest in museum work and reasons for applying for a curatorial internship at the Akron Art Museum
4. Relevant work sample, such as a past paper or project
5. List of names, phone numbers and email addresses of three references

Applications are reviewed on a rolling basis and considered active for 3 months from the date of receipt, unless indicated otherwise on the application. Placements are dependent upon departmental needs.

### Contact

Email: [Curator@AkronArtMuseum.org](mailto:Curator@AkronArtMuseum.org)

Phone: 330-376-9186

# Internship Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been convicted of a felony?    YES    NO  
       

If yes, explain: \_\_\_\_\_

## Availability

The Museum's standard office hours are Monday-Friday 9-5. Internships with education and/or visitor services may offer Thursday evening or weekend hours.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Start date: \_\_\_\_\_

Is there a date after which you will no longer be available? \_\_\_\_\_

I am interested in working \_\_\_\_\_ hours a week.

Would you be interested/available to continue an internship for longer than one season/semester?    YES    NO  
       

Is this internship for school credit?    YES    NO  
       

## Working Style

**Circle one choice that matches your working style best in each line:**

Work with visitors	<b>OR</b>	Work behind the scenes	<b>OR</b>	Work with your hands
Work with people	<b>OR</b>	Work with ideas	<b>OR</b>	Work with things
Dive right in; experiment with little instructions	<b>OR</b>	Look up information and see what has been done before	<b>OR</b>	Ask for help and have someone walk you through the unfamiliar

## Interests

Please read all of the following descriptions and carefully choose four statements that best describe your interest. Number the selected statements 1 to 4 (1 being your strongest interest).

- \_\_\_\_\_ I am interested in research and writing.
- \_\_\_\_\_ I am interested in the process of tracking, documenting, and cataloguing artworks.
- \_\_\_\_\_ I am interested in learning how to safely handle works of art.
- \_\_\_\_\_ I am interested in working with my hands to assemble galleries and construct displays.
- \_\_\_\_\_ I am interested in collection, sorting, organizing, and processing information.
- \_\_\_\_\_ I am interested in behind-the-scenes support and administrative duties.
- \_\_\_\_\_ I am interested in interacting with many different types of people and making connections with the community.
- \_\_\_\_\_ I am interested in preparing, leading, and/or creating hands-on art activities for a variety of audiences.
- \_\_\_\_\_ I am interested in working with teachers and/or classroom programs.
- \_\_\_\_\_ I am interested in working with children.

## Skills

**Please check each area you feel comfortable using with little to no assistance.**

- Photoshop/Adobe Suite    AutoCAD    Microsoft Office Suite    Photography and/or videography
- Collection management database (please specify): \_\_\_\_\_
- Member/donor management databases (please specify): \_\_\_\_\_
- Other technical skills: \_\_\_\_\_

Please read all of the following descriptions and carefully choose four statements that best describe your skills. Number the selected statements 1 to 4 (1 being your strongest skillset).

- \_\_\_\_\_ I am able to produce high quality and thorough research from a variety of sources.
- \_\_\_\_\_ I am able to produce high quality writing and properly edit the writing of others.
- \_\_\_\_\_ I am able to organize, file, and track information; accurately enter and retrieve data; and attend to detail.
- \_\_\_\_\_ I am self-directed, able to work independently on projects and summarize results to present to others.
- \_\_\_\_\_ I can make connections and communicate with diverse audiences.
- \_\_\_\_\_ I can easily collaborate with others and make valuable contributions to a team.
- \_\_\_\_\_ I can easily jump into new and unfamiliar situations; I am flexible and adapt quickly.
- \_\_\_\_\_ I am able to experiment with materials, make sample projects, and prototype ideas.
- \_\_\_\_\_ I can safely operate power tools; lift and move heavy objects; paint; and perform other light construction tasks.
- \_\_\_\_\_ I have been trained to properly handle works of art.

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at the Akron Art Museum I will comply with all policies and practices established by the organization.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_