

INTERNSHIP PROGRAM DETAILS

PROGRAM MISSION STATEMENT

The Bechtler Museum of Modern Art employs interns with the goal of helping to educate and guide a future generation of Museum Administrators by providing students with the opportunity to work in a Museum setting and be involved in a variety of tasks supporting the operations of an Art Museum.

MUSEUM GOAL FOR INTERNS EXITING PROGRAM

The Bechtler Museum of Modern Art Internship provides interns with a hands-on work experience that encourages a basic understanding of the Museum's functions and provides them with skills they will be able to apply in future academic or museum related work settings.

AVAILABLE INTERNSHIPS

Fall semester, Spring semester and Summer internships are available in the following areas:

- Graphic Design
- Executive
- Curatorial & Collections
- Education
- Special Events

*All internships may not be available each term. Please check the website for the internships available.

APPLICATION DEADLINES AND DECISION NOTIFICATIONS

Fall Semester: June 1 (decision notification July 15)

Spring Semester: October 1 (decision notification by November 15)

Summer: March 30 (decision notification by April 15)

INTERN SELECTION PROCESS

A prospective intern will be required to fill out the Bechtler Museum of Modern Art Internship Application. Selection for an internship will be based on the internship application, references provided as a result of completing the application, resume if provided and a personal interview if selected for one. A writing sample is not required but is encouraged particularly for those interested in the Curatorial & Collections and Education Internships.

ELIGIBILITY

Interns should be enrolled in or a recent graduate of a college or university. Interns selected are not assigned to any particular department. Interns interest will influence the types of projects they are assigned. Interns should be in or have graduated with a degree in an arts related field of study or have a strong interest in working in the non-profit sector. Related fields of study include and are not limited to:

- Art History
- Arts Administration

- Architecture
- Studio Arts
- Marketing
- Communications
- Non Profit Management
- Art Education

PAYMENT AND REIMBURSEMENT

All internships are unpaid. Interns will be responsible for the cost and coordination of transportation to and from the internship site, including parking.

INTERN ORIENTATION AND PROFESSIONAL DEVELOPMENT

Every intern will be required to complete an orientation before beginning that includes an introduction to the Bechtler Staff, the facilities and the collection. Interns will also be required to fulfill at least one professional development seminar organized by the Education Department.

TIME COMMITMENT

Interns will have to submit the time frame, days, and hours that they will be committing to the Museum. Failure to comply with the days/times agreed upon without proper notification to the intern's supervisor is grounds for the dismissal of an intern.

TRACKING MECHANISMS

In addition to any tracking required by an institution if you are receiving course credit, interns are required to keep a time sheet of their hours spent at the museum and to write daily entries in their journal. The journal entries should include reflections and observations on daily tasks. Entries should be kept short but content rich. These journals will help staff ensure that the time the intern is spending with us is being used valuably.

EVALUATION PROCESSES

If the intern is taking the course for academic credit, they must provide us with a contact for their faculty/staff in charge of overseeing the internship and all necessary paperwork for their college or university. It is likely that predetermined goals have been generated by the schools, but if they have not been a Bechtler Staff member will work together with the intern and related faculty to develop criterion on which to guide and evaluate their internship experience. An exit survey will be filled out by the intern when the internship is complete.

ETHICAL GUIDELINES

Interns are required to sign and comply by the Bechtler Museum of Modern Art Ethical Guidelines. Failure to comply with the Ethical Guidelines is also grounds for the dismissal of an intern.