



NBMAA.ORG

CURATORIAL INTERNSHIP

FALL/SPRING/SUMMER

REPORTS TO: DIRECTOR AND ASSISTANT CURATOR

FOR ACADEMIC CREDIT ONLY

(12-15 HR/WEEK MINIMUM, FULL-TIME OPTIONAL)

Curatorial Interns at the New Britain Museum of American Art will have the opportunity to work closely with the Director and Assistant Curator to gain professional experience and great insight into running a museum.

Interns will help research and organize upcoming and potential exhibitions as well as research, write and format wall labels. They will record and place new book arrivals into the Museum's library and archives. They will also aid with basic administrative tasks including filing, telephone correspondence and mailing. Curatorial Interns will also write for, update, and contribute to the Museum blog. This internship requires a strong working knowledge of Microsoft Word, Excel, and Outlook. Interns will preferably have a strong working knowledge of art history including American art.

Curatorial Interns must have the ability to work well with other volunteers and Museum staff and be organized, detail-oriented, enthusiastic, resourceful, and flexible. Other important attributes include a pleasant phone manner, good writing skills, and typing accuracy.

Send or e-mail this internship application, cover letter, résumé, and a 3-5 page art historical writing sample to the Assistant Curator.

INTERNSHIP PROGRAM APPLICATION

Date _____

Application Deadlines (Check one)

Fall / July 1

Spring / November 1

Summer / April 1

GENERAL INFORMATION

Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____

e-mail _____

Which Internship are you applying for? _____

Current School _____

Location of Current School _____

Major/Minor/Concentration _____

Level at Current School _____

Expected Degree _____

G.P.A. _____ Graduation Date _____

Previous School (if applicable) _____

Location of Previous School _____

Major/Minor/Concentration _____

Awarded Degree _____

G.P.A. _____ Graduation Date _____

Relevant Course Work _____

Relevant Research Projects _____

Relevant Community/Volunteer Activities _____

Current/Previous Employer _____

Location of Current/Previous Employer _____

Job Title and Duties _____

Dates worked at Current/Previous Employer _____

Name of Previous Employer _____

Location of Previous Employer _____

Job Title and Duties _____

Dates Worked at Previous Employer _____

Office Skills _____

Computer Skills _____

Language Skills _____

Art Handling Skills _____

Other Relevant Skills _____

PROFESSIONAL REFERENCES

Name _____

Relationship _____ Telephone _____

Name _____

Relationship _____ Telephone _____

You would (circle one):

Receive academic credit through your school for this internship

Volunteer your time for this internship

How many hours each week would you like to work? _____

Note: 12-15 hours each week are required

Which days and hours are you available to work? _____

Note: Monday through Friday 10 a.m. – 5 p.m.

How did you learn about the NBMAA internship program? _____

If anyone, who recommended you to the NBMAA? _____

RETURN COMPLETED APPLICATION WITH COVER LETTER AND RÉSUMÉ BY MAIL OR EMAIL TO:

FOR CURATORIAL INTERNSHIPS:

Assistant Curator

New Britain Museum of American Art

56 Lexington Street

New Britain, CT 06052

☎ (860) 229-0257, ext. 218

@ rogulinaa@nbmaa.org

ALL OTHER INTERNSHIPS:

Manager of Visitor & Volunteer Services

New Britain Museum of American Art

56 Lexington Street

New Britain, CT 06052

☎ (860) 229-0257, ext. 247

@ regant@nbmaa.org

