



**NBMAA.ORG**

## **EDUCATION/VISITOR & VOLUNTEER SERVICES INTERNSHIP**

**FALL/SPRING/SUMMER**

**REPORTS TO: CURATOR OF EDUCATION/MANAGER OF VISITOR & VOLUNTEER SERVICES**

**FOR ACADEMIC CREDIT ONLY**

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

Education/Visitor & Volunteer Services interns will assist in many aspects of the Education and Visitor & Volunteer Services Departments of the New Britain Museum of American Art. Tasks will include but may not be limited to working with the following staff members:

### **CURATOR OF EDUCATION**

- Develop tour confirmation packets for school and adult tours (content, assemblage and mailing)
- Research for upcoming exhibitions for docent and teacher resources
- Creating and assembling tour interactives
- Assist with new docent training material preparation

### **MANAGER OF VISITOR AND VOLUNTEER SERVICES**

- Welcome public visitors, tour groups, studio program and general admission visitors
- Serve as a gallery attendant
- Navigate Front Desk or Museum Shop tools
  - \*VISTA, our front desk and back office database and event scheduling system
  - Other computer applications (Microsoft Office suite, etc.)

### **FAMILY PROGRAM COORDINATOR**

- Assist with studio programs and maintain supplies
- Assist teaching artists in classes (pre-K through adult)
- Assist with ArtLab (interactive area for pre-K through 5<sup>th</sup> graders)
  - Maintain and update supplies and interactive stations
  - Research and create interactive stations based upon upcoming exhibitions
  - Monitor and assist visitors with special interactive stations
  - Implement evaluations

### **ADULT PROGRAM COORDINATOR**

- Assist with adult programs
  - Draft speaker/musician contracts
  - Confirm lecturers/musicians
  - Assist with program set-up, take-down and hospitality

# 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

