



NBMAA.ORG

COLLECTIONS INTERNSHIP

FALL/SPRING/SUMMER

REPORTS TO: COLLECTIONS MANAGER

FOR ACADEMIC CREDIT ONLY

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

Intern will assist the Collections Manager and Collections Department in various capacities. This position will also work closely with aspects of the Curatorial Department of the New Britain Museum of American Art. Very strong computer and data entry skills for this position are required, including excellent communication, and great organization as well as a long-term interest in the museum field. Tasks will include but may not be limited to working with the following staff members:

COLLECTIONS MANAGER:

A large portion (75%) of this internship will be assisting with database into our collections database. Interns will also assist staff with new acquisitions and de-accessioned art works, tracking works within the institution's storage areas as well as permanent collection pieces on loan throughout the world. At times, interns may assist, in exhibition prep or hanging or removal. Interns will have close contact with the artworks on a daily basis.

CURATOR/DIRECTOR/ASSISTANT TO THE DIRECTOR/GUEST CURATORS:

- Writing, printing, or spell checking wall label copy
- Communicating on Acquisition and Loan Committee updates
- Tracking artist and object files

RIGHTS AND REPRODUCTIONS:

- Updating systems on current reproductions of certain works
- Uploading digital images of artworks into database system
- Assist in creating an online "e-gallery" for website
- Tracking and updating in-house reproduction requests

MEETINGS AND EVALUATIONS:

Interns will meet with on-site supervisor weekly to discuss student's progress, concerns and other topics. A final evaluation will be submitted to faculty sponsor if required.

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

