

# **INTERNSHIP APPLICATION 2008**

## **APPLICATION DEADLINES**

**Fall Semester:** August 13  
**Spring Semester:** January 9  
**Summer Semester:** April 23

## **SUBMIT COMPLETED APPLICATIONS TO:**

Rebecca Matalon, Internship Coordinator  
The Studio Museum in Harlem  
144 West 125th Street  
New York, New York 10027

## **PROGRAM DESCRIPTION**

The Studio Museum in Harlem offers full-time and part-time internships during both the summer and academic year. The Museum is seeking the following: B.A. or M.A. level students and recent graduates in Art/Art History, Africana Studies, American Studies, Museum Studies, Arts Administration, Arts Education, Media Studies, Marketing and/or related fields for internships in: Curatorial, Education and Public Programs, Public Relations and Publications, Directors Office, Development and Finance. Computer skills are essential and foreign language may be helpful.

Applicants must be currently enrolled in a B.A. or M.A. degree program or have graduated no more than one year from start of internship. The Studio Museum in Harlem Internship Program offers **paid and unpaid** internships, for which students may be eligible to earn college credit.

The Studio Museum in Harlem Internship program provides students with a wide range of opportunities and experiences. Internship experiences may include organizing exhibitions, reviewing incoming exhibition proposals and slide submissions, and maintaining archives. Interns also engage in forums for developing workshops, tours, lectures, dialogues, symposia, curricula, performances and other interpretive public programs that cater to a variety of audiences such as artists, historians, educators, students, art professionals, youth, families, seniors, and members of both the Harlem community and the New York art world.

## **ABOUT THE MUSEUM**

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally, and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society.

## **APPLICATION MATERIALS CHECKLIST**

### **REQUIREMENTS**

Candidates applying for single semester internship must:

- Have completed at least one year of college.
- Be currently enrolled in a college/university  
or
- Have earned an undergraduate degree  
no more than one year prior to the start  
of the internship.

### **APPLICATION PROCEDURES**

Students interested in an internship at The Studio Museum in Harlem should complete the attached application and send the following materials:

- Resume or curriculum vitae
- Official copy of your transcript
- List of relevant coursework
- Personal letter explaining your reasons for applying to The Studio Museum in Harlem Internship Program. Letters should include: what you hope to gain from the experience, what you feel you can contribute to the department in which you are applying, and how this kind of experience might help enhance your education and career plans. Please indicate the department(s) to which you are applying and state the reasons for your choice(s)
- One-page essay about the career goals of the applicant

## **DEPARTMENTAL INTERN PROJECT DESCRIPTIONS**

### **CURATORIAL INTERNSHIP**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **PAID** CURATORIAL INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Curatorial interns will work under the direction of the Assistant Curator. Interns will be involved in a range of curatorial projects including research and organization for upcoming exhibitions, maintaining archives and visual materials, reviewing slide submissions and updating artist files and exhibition listings. Interns will work directly with curators, assistants and artists on exhibition checklists, graphics, catalogue production and documentation.

The Curatorial Internship is designed for college freshman, sophomores, juniors, seniors and graduate students, who major/minor in Art History, Visual Culture or a related-field. Applicants should have an interest in curating, excellent writing and research skills, and a knowledge of the contemporary art world. Applicants must be able to handle multiple projects at once. Knowledge of Photoshop is **REQUIRED**.

To apply, please send a resume, writing sample, and references to The Studio Museum in Harlem College Internship Program, 144 West 125<sup>th</sup> Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org).

**FINANCE INTERNSHIP**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **PAID** FINANCE INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Finance Interns will report directly to the Finance Manager assisting in day-to-day operations of the Finance office. Projects may include assisting the finance staff in preparing fiscal year files for 2008 audit, setup of new budget figures in the accounting system and insuring accuracy of the approved budget. The Finance Intern will have the opportunity to learn and become familiar with all aspects of the financial infrastructure of non-profit cultural institutions, and its reporting requirements. The Finance Intern will be trained to use the Studio Museum accounting system. The Finance Internship is designed for college juniors who are preparing for careers in Accounting, Finance, Business Management or related fields. Computer skills are essential.

To apply, please send a cover letter, resume, and official transcript to The Studio Museum in Harlem College Internship Program, 144 West 125<sup>th</sup> Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org).

**DIRECTOR'S OFFICE INTERNSHIP**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **PAID** DIRECTOR'S OFFICE INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Director's Office interns will work closely with the Assistant to the Director and Chief Curator. General responsibilities include organization of files, archives, correspondence and slides, as well as organization and implementation of Director's mailing list. Applicants must have excellent computer skills including Word and Excel. Database and/or archiving experience preferred. Applicants must work well independently and problem-solve with creativity. Meticulous attention to detail is absolutely necessary.

The Director's Office Internship is designed for college juniors, seniors and graduate students who are preparing for careers in Art/Art History, Museum Studies, or Arts Administration.

To apply, please send a cover letter, resume, and official transcript to The Studio Museum in Harlem College Internship Program, 144 West 125<sup>th</sup> Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org).

**EDUCATION AND PUBLIC PROGRAMS INTERNSHIP**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **UNPAID** EDUCATION AND PUBLIC PROGRAMS INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Education and Public Programs interns will become familiar with the current exhibitions on view, research activities, and develop programs for adults, families and youth. Other projects may include leading group tours, researching artists, spearheading mass mailings, organizing outreach strategies and supervising street teams to publicize events. Education interns will also have the opportunity to assume a lead role in family and youth programming. Some evening and weekend hours are required of the position.

The Education and Public Programs Internship is designed for college sophomores, juniors and seniors who are preparing for careers in Art Education, Arts Administration, Fine Arts, Museum Studies, Art History, or related fields. Computer skills are essential.

To apply, please send a cover letter, resume, and official transcript, and letter of interest to The Studio Museum in Harlem College Internship Program, 144 West 125<sup>th</sup> Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org).

**DEVELOPMENT INTERNSHIP**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **UNPAID** DEVELOPMENT INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Development interns work closely with the Associate Development Director to help with the Studio Museum's fundraising and membership efforts. Interns will research potential donors and assist with organization and facilitation of fundraising events. Primary responsibilities include assisting in organizing fundraising events, conducting research on corporations and foundations, maintaining various files on donors and prospects, and organizing a mailing of information to donors and prospects. Applicant should be comfortable taking initiative and have excellent problem-solving skills. Previous design, marketing and public relations experience is helpful but not required.

To apply, please send a cover letter, resume, and official transcript, and letter of interest to The Studio Museum in Harlem College Internship Program, 144 West 125<sup>th</sup> Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org)

**PUBLIC RELATIONS AND PUBLICATIONS**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **PAID** PUBLIC RELATIONS and PUBLICATIONS INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Public Relations and Publications intern will work closely with the Public Relations Manager and Editor-in-Chief on file preparation, research, organization and content management for Studio

magazine, the Museum's seasonal publication. Intern will be integral to the creation of the magazine and have an opportunity to work on publication projects, which include institutional didactic materials such as brochures, catalogues and wall labels. The intern will also assist with developing press releases for upcoming exhibitions, preparing press kits and general press related inquiries. Applicant must possess excellent communication and writing skills and be proficient in Photoshop and working with digital files (knowledge of Illustrator is a plus). Good organizational and time management skills and an ability to work independently are essential.

To apply, please send a resume, writing sample, letter of recommendation, official transcript, and letter of interest to The Studio Museum in Harlem College Internship Program, 144 West 125th Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org).

#### **TECHNOLOGY INTERNSHIP**

The Studio Museum in Harlem is seeking qualified applicants for a Summer Season **UNPAID** TECHNOLOGY DEPARTMENT INTERNSHIP to begin June 10<sup>th</sup>, 2008. Students may also earn course credit.

Technology interns will assist the TechHelpDesk Manager and Tech Director with general duties and PC technical solutions such as the creation of training tools and instructional packets for staff, equipment tracking and inventory systems and the general reorganization of the Technology Department.

Applicants should have Computer/Technical and Networking degree-track background. Applicants should also be familiar with all major Microsoft software such as XP, Office, PowerPoint Exchange, etc. and have excellent writing and communication skills as well as great organization skills. Visio a plus.

To apply, please send a resume, writing sample, letter of recommendation, official transcript, and letter of interest to The Studio Museum in Harlem College Internship Program, 144 West 125th Street, New York, NY 10027 or Fax to (212) 222-0018. Please email any questions to [internships@studiomuseum.org](mailto:internships@studiomuseum.org).

**APPLICANT INFORMATION**

**APPLICATION DEADLINES**

Fall Semester: August 13  
 Spring Semester: January 9  
 Summer Semester: April 23

Last Name		First Name	
Mailing Address	City	State	ZIP
Telephone (home)	Other Phone	E-Mail	
College/University		Location	
Major		Minor	
Date of Graduation			
Date of Birth	Place of Birth	Citizenship	

**How Did You Learn About the Internship Program?** (please check)

- Studio Museum Website
- Studio Museum Calendar
- Word of Mouth
- Internship Program Alumni
- Other (please specify) \_\_\_\_\_

**Internship Session(s) for which you are applying:** (please check)

- Fall
- Spring
- Summer

I would like to intern in the following department: (Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice.)

\_\_\_\_\_ Curatorial

\_\_\_\_\_ Director's Office

\_\_\_\_\_ Education and Public Programs

\_\_\_\_\_ Public Relations and Publications

\_\_\_\_\_ Finance

\_\_\_\_\_ Development

**INTERNSHIP APPLICATION  
LETTER OF RECOMMENDATION FORM**

**APPLICATION DEADLINES**

Fall Semester: August 13  
Spring Semester: January 9  
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**The following contact information is required on this form. Recommendation received after the deadline will not be considered.**

\_\_\_\_\_  
Applicant's Name

**REFERENCE CONTACT INFORMATION**

First	Last		
Title	Organization/Affiliation		
Mailing Address	City	State	ZIP
Telephone (home)	E-Mail		
Relationship to Applicant			

**The recommendation should include the following information.**

- the length of time and in what capacity you have known the applicant
- commentary on the applicant's professional development
- an assessment of the applicant's ability including: strengths, weaknesses and seriousness of purpose
- how acceptance to this program will benefit the applicant

**Please feel free to attach additional paper or write the recommendation on letterhead.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Applicant's Name

**REFERENCE CONTACT INFORMATION**

_____ First	_____ Last		
_____ Title	_____ Organization/Affiliation		
_____ Mailing Address	_____ City	_____ State	_____ ZIP
_____ Telephone (home)	_____ E-Mail		

\_\_\_\_\_  
Relationship to Applicant

**The recommendation should include the following information.**

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- how acceptance to this program will benefit the applicant

**Please feel free to attach additional paper or write the recommendation on letterhead.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date