

**Department of Art History and Archaeology
Internship Information
Museums/Galleries in the Washington-Baltimore Area**

Contact:

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The location of the University between Washington and Baltimore gives students the opportunity to use some of the finest museums and archival collections in the world for their coursework, independent research and internships. Students are encouraged to supplement their art historical and archaeological studies by applying to internships at local museums and galleries.

University of Maryland Career Center home page:

www.careercenter.umd.edu

The best place to start looking for basic information on internships is at the website of the University Career Center (<http://www.careercenter.umd.edu/>). Students should also consult with the Director of Undergraduate Studies in ARTH.

Visit the Career Center in person at 3100 Hornbake Library, South Wing.

Notable resources include:

Resource Room:

-the primary place for learning about University Career Center & The President's Promise services and also for finding resources on career planning, gaining experience, applying to graduate/professional school, and job hunting.

Careers4Terps:

-a Web-based service providing students and alumni access to jobs, internships, and part-time jobs posted by employers looking for UM students and alumni

On-Campus Interview (OCI) Program:

-an opportunity for employers and students to connect during on-site interviews in the University Career Center & The President's Promise. The program attracts employers from business, technology services, education, non-profit organizations, government agencies and more.

For more information on these and other resources, visit the following link:

http://www.careers.umd.edu/heading.cfm?heading_ID=332

Walk-in hours (posted on the center's home page) are available for students seeking **Resume Review** sessions. Advisors are on hand for **appointments** concerning other career-related concerns.

During these **advising appointments**, students can learn how to:

Identify and explore educational/career interests
Search for internships/jobs

- Make career decisions
- Network and conduct informational interviews
- Write effective résumés and cover letters
- Prepare for interviews
- Use social media tools in job searches
- Use online career tools
- Apply to graduate school

Advising appointments are for currently enrolled students and alumni who graduated within the past year (after May 2013). Make an appointment by calling the Front Desk at 301.314.7225 during the day, Monday through Friday. Check out their hours, visit the following link: http://www.careers.umd.edu/page.cfm?section_ID=1&page_id=5

For alumni who graduated more than a year ago, a brief appointment to consult and/or direct you to services can be scheduled. Availability is limited.

ARTH guidelines for museum internships

Students may receive academic credit for fall or spring museum internships via ARTH386. This course may count as one of the seven 300/400 level ARTH courses required for completion of the ARTH major. You **must have permission** of the Director of Undergraduate studies and have completed 60 credit hours (Junior standing or higher). You must also ask a faculty member to sponsor you.

Visit the following link for details on the departmental guidelines: <http://arthistory.umd.edu/internships>

Museums in the Washington area:

*Consult institutional websites for specific deadlines and details.

*This is not a comprehensive list of internship opportunities in the area. Visit the Career Center for more information.

National Gallery of Art

<http://www.nga.gov/content/ngaweb/education/interns-fellows.html>

Internships in the Museum Profession:

Although consideration will be given to students with a spring 2018 undergraduate degree, preference will be given to applicants who are enrolled in a graduate program or are recent MA, MFA, or M Arch graduates (degree must have been received no earlier than 2016). Applicants from all backgrounds are encouraged to apply. This is an international program.

Terms: Interns are in residence at the Gallery from September to May, and work full time. Interns receive a stipend of approximately \$26,000 that is subject to all applicable taxes.

Deadline: Please check the website for further announcements

Summer Internships:

Eligibility varies according to internship. A few are geared to undergraduates graduating in May 2018, but most are for currently enrolled graduate students of all levels and those graduating in May 2018 with a relevant degree (such as MA, MBA, MFA, M Arch, M Ed, JD, or MLS). Please check prerequisites carefully. Applicants from all backgrounds are encouraged to apply. This is an international program.

Terms: Summer interns are in residence at the Gallery from June to August. Interns receive a stipend of approximately \$4,500 that is subject to all applicable taxes.

Deadline: Please check the website for further announcements

Application Materials:

Application form, full résumé or CV, a writing sample (approximately 20 pages, including footnotes or endnotes, bibliography, and images), and one copy of official transcripts from each undergraduate and graduate institution attended. Semifinalists will be asked to submit letters of reference.

National Museum of Women in the Arts

<http://www.nmwa.org/about/internships>

The National Museum of Women in the Arts offers paid and unpaid internships for undergraduate and graduate students and recent graduates seeking valuable experience in the heart of Washington, D.C.

Internship opportunities are available seasonally in the fall, spring, and summer in a variety of departments. Unpaid interns must make a minimum commitment of 20 hours (2.5 days) per week for three months; time commitments for paid internships vary.

Internships for Summer 2018 (please visit the website for more information on these programs):

- Digital Engagement Internship
- Education Internship
- Finance Internship
- Library & Research Center Internship
- Membership Internship
- Public Programs Internship
- Publications & Communications/Marketing Internship

Deadlines:

Summer Term (June–August): March 15

Fall Term (September–December): June 15

Spring Term (January–May): October 15

Coca-Cola Endowed Internship (Summer, Fall, Spring, <http://nmwa.org/coca-cola-endowed-internship>)

This full-time, 12-week internship pays a \$1,500 stipend

Eligibility: Candidates must be interested in pursuing museum careers; they must have completed their sophomore year of undergraduate study, be a graduate student or have recently graduated with at least a 3.25 cumulative grade point average.

Deadlines:

Summer Term (June-August): March 15, postmarked

Fall Term (September-December): June 15, postmarked

Spring Term (January-May): October 15, postmarked

Application Materials:

Cover letter

Résumé

Two letters of recommendation

Transcript

Writing sample

Important Information:

You must specify which endowed internship you would like to apply for on each application and in each cover letter. You may apply for multiple endowed internships, but you cannot be awarded more than one per season.

The Phillips Collection

<http://www.phillipscollection.org/about/employment-and-internships>

The Phillips Collection offers fall, spring, and summer internships. Junior and senior undergraduates, graduate students and recent graduates are eligible to apply.

The purpose of the undergraduate internship program is to offer students meaningful work, educational experiences and real-life practice in their fields of academic study and/or interest.

Undergraduate internships may be available in the following departments: Music Department, Special Events, Curatorial, Graphics and Digital Media, Human Resources, Library, Development, K12 Education, Marketing, The University of Maryland Center for Arts and Knowledge: Internship in Research and Programs

Duration:

Eight continuous weeks and at least 16 to 20 hours per week is preferred. Internship length and schedule may vary depending on the needs of the department.

Academic Credit:

Depending on the nature of the internship and approval of the student's college or university, academic credit may be granted for internships. Student applicants should consult their academic advisor for additional information.

Deadlines:

Spring Internship: December 1

Summer Internship: April 1

Fall Internship: July 31

Smithsonian Institution

Office of Fellowships and Grants

<http://www.si.edu/ofg/internopp.htm>

This one site lists all the internship opportunities at the Smithsonian, including (but not limited to):

Archives of American Art

Center for Folklife and Cultural Heritage

Freer Gallery of Art and Arthur M. Sackler Gallery

Hirshhorn Museum and Sculpture Garden

National Museum of African Art

National Museum of the American Indian

National Portrait Gallery

Smithsonian American Art Museum

The Anacostia Community Museum

Details about internship opportunities for each of these institutions can be found at the following link: <http://www.smithsonianofi.com/internship-opportunities/>

Smithsonian internships are learning experiences guided by a mentor, occurring during a specific time frame, which provide benefits relating to an intern's education, coursework, or career goals. With stated learning objectives and a mentor's commitment, interns may be appointed for a term of up to six months. As an intern's experiential education progresses, with revised learning objectives and a renewed commitment from a mentor, they may be reappointed.

Smithsonian internships offer an incredible range of learning opportunities. Because each unit of the Smithsonian (Natural History Museum, Smithsonian Libraries, American Art Museum, etc) understands the learning opportunities it can offer best, each unit manages their own internship application process directly.

National Portrait Gallery, Smithsonian Institution

<http://npg.si.edu/education/internships.html>

The National Portrait Gallery, as a museum of the Smithsonian Institution, offers formal internships to qualified applicants. A Smithsonian internship is a prearranged, structured learning experience that takes place within a specific time period, usually two to three months. The experience should be relevant both to the intern's academic and professional goals and to the professional disciplines represented at the Smithsonian.

The National Portrait Gallery offers a variety of internships to undergraduate and graduate students and to individuals not affiliated with academic programs who have research or museum career interests. The availability of internships depends upon departmental projects and staff needs, as well as the background, skills, and interests of the applicant. Qualifications vary depending upon the project, but most are for upper-level undergraduate and graduate students.

Most National Portrait Gallery internships are unpaid volunteer positions.

How to apply: Use the Smithsonian online application system at <https://solaa.si.edu>

Application Materials:

- Internship program application form
- Academic transcripts (unofficial are acceptable)
- Personal essay
- Two letters of reference

Deadline:

Applications for fall, winter, and spring internships are accepted on an ongoing basis. The length of time that an applicant is available as an intern is a consideration in the evaluation of applications. Interns are encouraged to have health insurance.

Freer and Sackler Gallery of Art, Smithsonian Institution

<http://www.asia.si.edu/research/internships.asp>

Interns are selected by the staff of the museums' participating departments. Applicants should indicate three departments of interest: Administration/Finance/Human Resources; Archives; Conservation and Scientific Research; Collections Management (Registrar); Curatorial; Education and Public Programs; Exhibition Management; Information Technology; Publications; Design and Production; Library; Membership and Development; Photography; Public Affairs and Marketing; Rights and Reproductions; Scholarly Programs and Publications; and Museum Shops.

For information, email asiainternship@si.edu or call 202.633.0466

How to apply: Use the Smithsonian online application system at <https://solaa.si.edu>

Application Materials:

- Online application
- Statement of Interest (500 words)
- Transcript or Resume
- Two Letters of Recommendation

Deadline:

Winter/Spring term: November 15

Summer: March 15

Fall: July 15

American Art Museum, Smithsonian Institution

<http://americanart.si.edu/research/opportunity/interns/>

The Smithsonian American Art Museum's internship programs have provided instruction and inspiration to hundreds of graduate and undergraduate students, as well as others seeking self-enrichment.

The Smithsonian American Art Museum offers two internship programs to coincide with the academic calendar. The Advanced-Level Program takes place during the fall and spring semesters; the eight-week Summer Program begins early to mid-June.

Interns pay no fee for program participation, and academic enrollment is not required. If academic credit is earned, however, fees are required.

The Summer Internship Program:

The Summer Program provides an introduction to museum work for undergraduate students who have little or no previous museum experience. Instead of moving from office to office, interns in the Summer Program concentrate on one aspect of museum work that matches the individual's interests and career goals. The program runs for eight weeks from the beginning of June through the beginning of August. Small stipends may be awarded to assist in summer housing costs. The number and value of stipends vary yearly.

Qualifications: Students should be entering or have completed their junior year in college at the time of application and have little or no previous museum experience.

Application Materials:

Statement of purpose expressing personal career goals in the museum field, what skills he or she hopes to acquire, and why the Smithsonian American Art Museum has been chosen as a learning center

Resume of relevant education and work experience

Three letters of recommendation (academic and/or professional)

Transcripts from all schools attended above high school level

Deadline: Applications should be postmarked no later than March 1

Application materials should be addressed to:

Judith Houston Hollomon
Intern Program Officer
Smithsonian American Art Museum
MRC 970, PO Box 37012
Washington, DC 20013-7012

To get additional information or to ask questions, contact Judith Houston Hollomon via telephone at (202) 633-8355 or email at HollomonJ@si.edu

The Historic Preservation Summer Internships

The National Park Service (NPS), in partnership with the National Council for Preservation Education (NCPE), offers *paid* internships in Federal cultural resource program offices and in National Parks, to graduate and undergraduate senior students in academic programs in historic preservation and allied fields such as history, archeology, architecture, and museum studies. Positions will be available this summer at the National Park Service, and the Department of the Interior, in Washington, DC and across the country.

Applications and instructions for applying are available at the following Web sites:

NPS: www.nps.gov/tps/education/internships.htm

NCPE: www.preservenet.cornell.edu/employ/ncpe.php

Museums in the Baltimore area:

American Visionary Art Museum

<http://www.avam.org/get-involved-now/volunteer.shtml>

There are often many opportunities for internships and volunteer work at the museum and its many events. For more information regarding Volunteer or Internship opportunities, contact Volunteer Coordinator **Sara Pike**: sarapike@avam.org or **410-244-1900 x216**.

The Baltimore Museum of Art

<https://artbma.org/about/jobs.html>

The BMA offers Internships to undergraduate and graduate students, as well as recent graduates. These positions provide the opportunity for Interns to contribute to various Museum projects and activities while learning how a major institution functions on a day-to-day basis. Interns will be guided by their supervisor who will act as a mentor and teach them about their department's function within the Museum.

Available Internships Include:

- Archival Grants Intern
- Archival Processing Intern
- Digital Content Intern
- Special Event Intern
- Education Project Support Intern
- Exhibitions Programming Project Intern
- BMA Shop & Retail Intern

Application Requirements:

- Cover Letter/ Statement of Interest
- Résumé
- Academic transcript
- A letter of reference

Deadline:

The spring internship application deadline is usually the first week of February (Check the website above for further Fall internship announcements/deadlines.)

The Walters Art Museum

<https://thewaterls.org/about/jobs/intern/>

The Walters Art Museum offers opportunities for qualified undergraduate and graduate candidates to intern in various museum divisions throughout the year. Based on a system of supervised learning, the internships enable interns to understand how a museum operates and how to relate this experience to academic and professional goals. Credit can be arranged with the college/university.

Internships are scheduled during the workweek only (Monday through Friday) and require a 10 to 15 hour flexible commitment per week.

The deadline for Spring internships are usually around November 25.

Auction Houses:

Christie's Fine Art Auctioneers
1228 31st Street, NW
Washington, DC 20007
(202) 333-7459
<http://www.christies.com/about/careers/internships/>

Sloans & Kenyon Auction Galleries
7034 Wisconsin Avenue
Chevy Chase, Maryland 20815
301.634.2330
info@sloansandkenyon.com
<http://www.sloansandkenyon.com/>

Adam A Weschler Son
905 E Street, NW
Washington, DC 20004
(202) 628-1281
<http://www.weschlers.com/>