

MAM

Montclair Art Museum

2019-2020 Internship Program

The Montclair Art Museum internship intends to provide supervised practical training and professional development to students interested in a career in the arts and fields related to MAM's many departments.

This unpaid internship is open to students currently enrolled in high school or college (undergraduate or graduate program) who are at least 16 years old and for whom the internship will translate to course credit, school-to-work program, or another academic requirement approved by MAM and the student's school. **Students who cannot receive academic credit for the internship are not eligible to apply.**

MAM requires all interns to commit to at least 4 hours per day/2 days per week for the entire session. Schedules will be discussed in more depth with applicants who are chosen for an interview. Our priority is to ensure that intern schedules match the credit hours/other requirements set forth by their school.

Internship Session	Application Deadline	Notification
Fall: Sept. 2019-Dec. 2019	September 6, 2019	Third week of September
Spring: Jan. 2020-May 2020	November 18, 2019	Second week of December
Summer: Jun. 2020-Aug. 2020	April 13, 2020	Second week of May

We are currently accepting applications for Fall 2019.

Internship opportunities change every session. Please review the list of available departmental placements for Fall 2019 on the next page.

Questions about the MAM Internship Program should be directed to:

Sophiana Leto, *Development Associate, Volunteers & Major Gifts*

Email: sleto@montclairartmuseum.org

Telephone: 973-259-5124

Fax: 973-746-911

Available Internships for Fall 2019

Fundraising & Membership

The Development Department works with individuals, corporations, foundations, and government agencies to raise funds to support every facet of the Museum. They are responsible for memberships, donations, fundraising, special events, grants, and more. Interns in this department assist with tasks that support these activities. Primarily focusing on membership fulfillment, research, and donation requests, interns will leave with a full understanding of what it takes to raise funds for a Museum.

Marketing & Communications

Interns observe and assist with projects such as organizing and preparing for exhibition press previews, Museum-wide announcements, press conferences, and other media events. They might also assist with graphic design projects, museum and event photography and social media campaigns, as well as general office administration such as posting calendar listings, organizing digital libraries, maintaining press clippings etc. Interns are often students with strong speaking and writing skills who are interested in learning about the communications, marketing, or social media fields. College Juniors and Seniors are preferred, although applications for Freshman or Sophomores will be considered. This internship is not open to high school students.

Vance Wall Art Education Center

The Vance Wall Art Education Center offers a full schedule of engaging programs for schools, families, teens, and adults as well as art classes, workshops, and camps for all levels of learners. The department also develops special interpretation for collections and exhibitions. Interns in this department observe and assist a range of programs led by docents and instructors. Interns may also assist with program evaluation and research opportunities.

Application
(Please type or print clearly)

Part 1:

Name _____ D.O.B. _____

Permanent Address _____

Telephone _____ Email _____

School Address _____

Send correspondence to: __ Permanent Address (between dates: _____)

 __ School Address (between dates: _____)

Part Two:

**for college applicants only*

College _____

Degree _____ (Expected) Date of Graduation _____

Major(s)/Minor(s) _____

Courses taken that would be relevant to a Museum internship:

Graduate School _____

Degree _____ (Expected) Date of Graduation _____

Field of Study _____

Courses taken that would be relevant to a Museum internship:

**for high school applicants only*

High School _____ Year _____

Courses taken that would be relevant to a Museum internship:

Part Three:

Please indicate your areas of interest (1 = highest interest; 3 = lowest interest)

___ Fundraising & Membership

___ Marketing & Communications

___ Vance Wall Art Education Center

Relevant Work/Volunteer Experience

Company/Organization

Position Held

Dates

Foreign Language Skills

Language

Fluency Level (speaking, reading, writing)



Screening Form for Montclair Art Museum Volunteers

Thank you for your interest in volunteering at the Montclair Art Museum. Background checks are required for all volunteers and interns over the age of 18. The screening process is necessary to make the Museum a safe environment for everyone on the premises - visitors, volunteers, interns, and staff alike. Please fill out the entire form and submit it with your volunteer application.

Name:

First _____ Middle _____ Last _____

Home Address:

Street _____

Town, State, Zip _____

Home Phone: _____

Date of Birth:

Month _____ / Day _____ / Year _____

Date of birth necessary for screening purposes.

I authorize the Montclair Art Museum to contact references and other persons/institutions to obtain information about my background regarding my character and fitness for volunteer work on behalf of the Museum, as well as to conduct a criminal background check. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Montclair Art Museum, its trustees, employees, and volunteers.

I attest that the above information is true and correct.

Signature _____ Date _____

****must be a hand signature, not electronic.***

Part 4:

Please submit the following additional support materials with your application:

1. Resume or CV
2. Essay – 500 words maximum, on a separate piece of paper (typed). Please tell us why you are interested in the Montclair Art Museum Internship Program, what your career goals are and how this internship relates to your academic objectives, and what unique skills you might bring to the Museum.
3. Official Academic Transcript(s) – May be mailed separately. Un-official transcripts will not be accepted.
4. Two (2) academic/professional recommendations – May be mailed separately. Please list names below.

Name

Position

1) _____

2) _____

5. Sponsorship letter from your high school/college detailing your associated course credit/school-to-work program – May be mailed separately. Please list names below. The Sponsorship Letter should be on school letterhead and verify that an internship at the Montclair Art Museum will count toward school credit. If possible, the letter should also list the course title, credit hours, and other requirements set forth by your school.

Name of School Supervisor _____

Position _____

Telephone _____ Email _____

6. Portfolio/Work Sample – required for Marketing & Communications, optional for all other departments. For Marketing & Communications, please submit: 2-5 varied work samples demonstrating expertise in photography, brand marketing, etc. in PDF format or via link to an online professional portfolio/website.

How did you hear about the Montclair Art Museum internship?

Application Instructions

Please submit your completed application packet to:

Sophiana Leto, *Development Associate, Volunteers & Major Gifts*
Montclair Art Museum
3 South Mountain Avenue
Montclair, NJ 07042

Email: sleto@montclairartmuseum.org

Telephone: 973-259-5124

Fax: 973-746-9118

All application materials must be received by 11:59 pm on the deadline date in order to be considered.
Applications are preferred by mail, but are accepted by email or fax as well.

All applicants will be notified via email when their complete application is received. Selected applicants
will be contacted for interviews.

The Montclair Art Museum is dedicated to a policy of non-discrimination on any basis including race,
color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability,
sexual orientation, or any other basis prohibited by federal or state law.