

MAM

Montclair Art Museum 2018-2019 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.**

Intern schedules must align with the available Internship Sessions. 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 interns 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. 2018-Dec. 2018	July 9, 2018	Second week of August
Spring: Jan. 2019-May 2019	November 5, 2018	Second week of December
Summer: Jun. 2019-Aug. 2019	April 2, 2019	Second week of May

We are currently accepting applications for Summer 2019.

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

Questions about the MAM Internship Program should be directed to:

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

Email: sletto@montclairartmuseum.org

Telephone: 973-259-5124

Fax: 973-746-911

Available Internships for Summer 2019

Accounting & Finance

Interns in the Accounting & Finance Department will gain hands-on experience working with the CFO and Senior Accountant of a non-profit organization, through tasks such as: assisting with financial reports and account reconciliation, providing support with audits, and completing data entry. Internship applicants must meet the following qualifications: currently pursuing a Bachelor's degree in Accounting; strong general accounting knowledge; strong writing skills; strong work ethic; strong organizational and time management skills; ability to work independently and with a team, with an emphasis on accuracy and timeliness; detail-oriented, with strong problem solving skills; ability to communicate effectively, both verbally and in writing; ability to interact with employees in a professional manner; and proficiency in Excel and Word.

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 grants, memberships, donations, fundraising, special events, 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** – *Offered in conjugation with the American Association of Art Museum Directors. Do not apply using this form. Please go to our website for more information and the correct application.*

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 2:

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 3:

Please rate your areas of interest 1-3.

(1 = highest level of interest, 3 = lowest level of interest)

___ Accounting & Finance

___ Fundraising & Membership

___ 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 _____

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 – Optional; paper or digital portfolios accepted.

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.