



Internship Program

The Museum of Arts and Sciences offers a variety of internships on a flexible and ongoing basis. Internships offer the opportunity to gain valuable, practical experience while receiving guidance and mentoring from museum professionals. All internships are unpaid positions designed to provide students with off-campus and on-the-job museum experience.

Time Requirement

Internships require 15-20 hours per week during which interns complete the objectives of a specific target project as well as daily departmental assignments. Interns have the opportunity to participate in departmental meetings, special events and various educational programs when appropriate.

Eligibility

Applicants should be currently enrolled in either undergraduate or graduate school, or recent graduates. Applicants need to be able to bring their own laptop computer to work from.

Academic Credit

Students may receive college credit for their internship if desired. Students must make arrangements with schools and academic advisors to receive this credit.

Application Deadline

All materials must be received by the following dates:

Fall Internship: June 30

Spring Internship: November 30

Summer Internship: March 30

Application Submission

Email completed form to:

Monica Mitry

Membership and Volunteer Coordinator

monica@moas.org

Application Process

Once an application is received it is passed to the head of the department in which the internship has been requested. If the department head feels that the applicant could be an asset to the institution the applicant will be contacted for an interview. At the interview all supporting documents must be provided by the applicant. **One** of the primary goals for this application process is to ensure that all internships granted by the Museum are beneficial to both the institution and the intern. All applicants must exhibit enthusiasm, dedication, and love for cultural, scientific, or historical endeavors.

Supporting Documents Required

A resume including all previous work experience, dates of employment, and reasons for leaving is required. If you are applying for a graphic design or technology based project you must submit 3 examples in your portfolio.



Education Internship

The student's position within the Education Department at the Museum of Arts and Sciences is to assist the department's staff with planning, development, and outreach. This includes research for tours and exhibitions, conducting tours, learning the content of different galleries, development of the children's wing. If the internship is during the summer then students will aid in planning and assisting with the Summer Learning Institute. The responsibilities and requirements for the Education Internship are as follows:

Responsibilities (subject to change)

- Research required for Education Department; includes upcoming exhibits, lectures, events, and outreach.
- Observe and conduct tours; school trips and adult tours. The intern will need to become knowledgeable on most galleries and certain artifacts.
- Assist with the development and care of the Children's Museum; light physical activity
- Support the day to day activities of the Education Department and possibly the Planetarium

Skills and Abilities

- Knowledge of Microsoft Office
- Possess excellent oral, research, and written communication skills
- Must feel comfortable speaking to groups; presenting information
- Must be able to perform light physical activity
- Ability to self-manage, work independently and collaboratively, problem solve, and think critically
- Has effective time-management skills

Qualifications

Candidates should be 18 years or older, with an interest in studying History, Education, Art History, or Museum Studies. Experience teaching or tutoring children is a plus. Candidates will be asked to research program materials and assist with programming events. The candidate must be able to work well with others and have a positive attitude. He/she must also be self-motivated and willing to help staff members with daily duties. Individuals may be required to assist with evening and weekend events.



Marketing and Public Relations Internship

The student's position within the Marketing and Public Relations Department at the Museum of Arts and Sciences is to assist the department's staff with social media and website maintenance, writing, and executing marketing campaigns for special events and programs. The responsibilities and requirements for the Marketing and Public Relations Department Internship are as follows:

Responsibilities (subject to change)

- Assist with the development and maintaining of the Museum's website and all social media accounts
- Take photos around the Museum to be used for social media and website advertising
- Develop social media graphics (proficiency in Adobe Photoshop is a plus)
- Prepare marketing kits, presentations, marketing processes, and procedure documents
- Enter contact information into spreadsheets
- Develop a tracking report for monthly social media efforts, website traffic, and URL tracking on MOAS.org
- Compile contact lists for media outreach
- Help write press releases
- Post events to local event calendars

Skills and Abilities

- Must have a strong knowledge of Microsoft Office (Adobe Photoshop is a plus)
- Possess excellent oral and written communication skills
- Ability to self-manage, work independently and collaboratively, problem solve, and think critically
- Has effective time-management skills
- Knowledge of how to use social media accounts such as Facebook, Twitter, and Instagram

Qualifications

Students applying should be 18 years or older. Students should also be majoring in Public Relations, Communications, Marketing or Journalism. He/she must also be self-motivated and willing to help staff members with daily duties. Individuals may be required to assist with evening and weekend events.



Curatorial Internship

The student's position within the Curatorial Department at the Museum of Arts and Sciences is to assist the department's staff with exhibition research, inventory management, and database management. The responsibilities and requirements for the Curatorial Internship are as follows:

Responsibilities (subject to change)

- Inventory collections in the Root Family Museum of Americana
- Assist with inventory and reorganization of the MOAS textile collection
- Assist with the Museum's collections files and cataloging
- Participate in the ongoing collection photography projects
- Assist with maintaining the collections database
- Assist in implementing a new touch-screen didactics in the Root Family Museum of Americana
- Conduct research for upcoming exhibitions and current collection pieces

Skills and Abilities

- Knowledge of Microsoft Office
- Possess excellent oral, research, and written communication skills
- Must be able to perform light physical activity
- Ability to self-manage, work independently and collaboratively, problem solve, and think critically
- Has effective time-management skills

Qualifications

Candidates should be 18 years or older, with an interest in studying History, Art History, Art, or Museum Studies. Candidates will be asked to research program materials and assist with programming events. The candidate must be able to work well with others and have a positive attitude. He/she must also be self-motivated and willing to help staff members with daily duties. Individuals may be required to assist with evening and weekend events.



Internship Application

Please indicate which semester you applying for: ____Fall ____Spring ____Summer

Contact Information

First Name Last Name

Current Address

City State Zip

Phone Number Email Address

Permanent Address

In Case of an Emergency Notify:

Name Phone Relationship

College/University Information

College/University Name Major/Degree Graduation Date

Graduate School Name Major/Degree Graduation Date

If this internship is for credit please provide the College/University Supervisor information:

Advisor/Professor Name Title

Phone Number Email Address

Address

City State Zip

Availability Information

Please indicate your preference:

____ Education ____ Marketing and Public Relations ____ Curatorial

Hours: Monday – Friday 10:00am – 1:00pm, occasional evenings and/or weekends

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Morning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Afternoon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Maximum available hours per week: _____

In order for us to make the best use of your internship, please summarize your education, work experience, interests and skills. Also, please tell us what your expectations are as an intern.

Briefly describe any special skills you make have, including technology, writing, or multiple languages.

Please provide two references that you have studied or worked with:

| | | | |
|------|-------|-------|-------|
| Name | Title | Phone | Email |
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| Name | Title | Phone | Email |
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Volunteer Signature: _____ Date: _____

For office use only:

Start Date: _____ Interview Date: _____ Background Check Clear Date: _____
