



Internship Program

(Education Department - Summer Learning Institute)

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 15-32 hours per week during which interns complete the objectives of a specific target project as well as daily departmental assignments. A set weekly schedule will be jointly developed. Interns can 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.

Academic Credit

Students may receive college credit for their internship if desired. Students are responsible for planning with schools and academic advisors to receive credit.

Application Deadline

All materials must be received by the following:

- Fall Internship: June 30
- Spring Internship: November 30
- Summer Internship: March 30

Application Submission

Download application at <http://www.moas.org/about/internships/index>.

Email completed form to:

Karina Tanner
Volunteering & Internships
volunteers@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 the 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 attend evening and weekend events.

Internship Application

Please indicate which semester you are 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 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: ____

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 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: _____
