

The Meg Reitman Jacobs '63 Endowed Internship at the Tang Teaching Museum

Students may apply between February 3 – August 28, 2020

Application Deadline: August 28, 2020, 5:00 pm

The Meg Reitman Jacobs '63 Endowed Internship is a one-year, pre-professional internship for a Skidmore junior or senior in the Tang Museum's Education Department. The unique experience functions as a bridge between college and the world beyond. The Jacobs internship is open to all majors at Skidmore College and does not require previous work experience at the Tang. This year-long paid internship is divided into two parts: an 8-10 hour-a-week position during the academic year that will provide experience working in either the Education Department's K-12 or College and Public Programs area; and a 20-hour-a-week position during the following summer (after graduation for seniors). Students applying must commit to working the full two-semester academic year and subsequent summer.

Intern responsibilities and learning experiences might include, but are not limited to:

K-12 and Community Museum Education:

- Researching, designing, writing, and producing Viewer Guides and Educator Guides
- Researching artists, artworks, and exhibitions to help design and prototype hands-on projects for schools and family programs
- Leading tours for school-age students and community groups
- Organizing and conducting library and classroom visits
- Marketing and communicating K-12 and community programming for various audiences
- Assisting in administration and statistical tracking of public and academic programs

College and Public Museum Education:

- Researching exhibitions, and developing and coordinating related museum programs
- Working with the Student Advisory Council to increase awareness of and engagement with the Tang across all facets of campus
- Marketing and communicating programming for various audiences
- Researching and engaging with potential collaborators and new audiences
- Planning and coordinating student-generated museum programs
- Assisting in administration and statistical tracking of public and academic programs

In General:

- The position is open to a Skidmore College junior or senior in any major
- Strong organizational and research skills required
- Intern must commit to the full 2-semester plus summer position
- During the academic year, pay will be commensurate with regular student pay scale; the summer position will pay a \$2,500 stipend along with a 70% subsidy for on-campus summer housing fees

Please apply for the Meg Reitman Jacobs '63 Endowed Internship at the Student Employment webpage between February 3 and August 28, 2020, and then submit the following materials to Kelly Ward, Assistant to the Director at the Tang, at kward@skidmore.edu:

- Resume
- Cover letter (letter should specify which departments are of interest and why; please explain how your academic and work experience has prepared you for this position)
- Names and contact information for two references
- Copy of your transcript (unofficial is fine)
- Writing sample(s) (an academic example and a non-academic example preferred; non-academic samples can include a blog entry or an article for a newspaper or newsletter)

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