

# **Tang Teaching Museum Endowed Internships**

Students may apply between March 15 and April 18, 2023

Application Deadline: April 18, 2023, 5:00 pm

The Tang Teaching Museum offers year-long endowed internships to four Skidmore juniors and seniors. These pre-professional internships introduce students to post-graduate life by providing academic and practical experiences from fall 2023 through summer 2024. These internships are comprised of an 8-hour-a-week position during the academic year paid at \$12.55/hour, and a 20-hour-a-week position during the following summer paid via a \$2,500 stipend. It also includes a 70% subsidy for on-campus summer housing fees. Endowed interns are also granted a one-time stipend of \$1,000 at the beginning of their internship, which is unrestricted support for travel, books, research, or other projects related to museum work. Students applying must commit to working the full two-semester academic year and subsequent summer; however, accommodations may be made for students studying abroad one semester during their junior year.

In addition to contributing to the day-to-day work of the museum, each endowed intern has the opportunity to propose a capstone project, which they will work on independently in consultation with Tang staff. Learn more about past interns and their projects at the links below.

## **Eleanor Linder Winter '43 Endowed Internship**

- Available to a rising senior
- Students may work in multiple departments, determined by the needs of the museum and the student's interest
- Responsible for researching, planning, and coordinating the annual Winter/Miller Endowed Lecture
- [Read about past Winter Interns and their projects](#)

## **Carole Marchand '57 Endowed Internship**

- Available to a rising junior
- Students may work in multiple departments, determined by the needs of the museum and the student's interest
- [Read about past Marchand Interns and their projects](#)

## **Meg Reitman Jacobs '63 Endowed Internship**

- Available to a rising junior or senior
- Students work in either the K-12 education or public programming departments
- [Read about past Jacobs Interns and their projects](#)

## **The Charina Endowment Fund Endowed Internship**

- Available to a rising junior or senior
- Students work in curatorial with a collections focus
- [Read about past Charina Endowment Fund Interns and their projects](#)

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

Curatorial Department:

- Research and write on upcoming artists, artworks, and exhibitions
- Edit artists' biographies and exhibition histories
- Create scale models of artwork for installation planning and compile exhibition checklists
- Assist with proofreading and copy editing of museum texts
- Write didactic labels and commentaries on individual artworks
- Assist in organizing exhibitions files, artist correspondence, drafting letters

Education and Engagement Department:

- Research, design, write, and produce Viewer Guides and Educator Guides
- Design and prototype hands-on projects for schools and family programs
- Lead student-centered tours, and assist in library and classroom visits
- Plan events for special student-generated museum programs
- Assist in administration and statistical tracking of public and academic programs
- Research, write, and produce online resources including for the Tang website, social media, and other platforms
- Assist in processing digital resources such as images and videos

Collections and Registration Department:

- Object research, cataloguing, and condition reporting
- Assist in exhibition organization and implementation of registration activities
- Learn about archival practices, collections databases, cataloguing, and art storage
- Art handling and care of objects ranging from paper to sculpture
- Learn about art materials and related conservation issues

# Tang Teaching Museum

## 2023-24 Endowed Internship Application

**Full Name**

**Preferred Pronouns**

**Email Address**

**Student ID**

**Class Year**

**Phone Number**

**Major(s)**

**Minor(s)**

### **Contact information for two references**

Name

Title

Email Address

Phone Number

Name

Title

Email Address

Phone Number

### **Application Process**

To apply for an internship, fill out and email this application to Kelly Ward, Assistant to the Director at the Tang, <[kward@skidmore.edu](mailto:kward@skidmore.edu)>, along with the following documents as additional attachments.

Resume

Cover letter: should specify which departments are of interest and why; please explain how your academic and work experience has prepared you for an endowed internship

Copy of your transcript: unofficial is fine

Academic writing sample: research paper with citations

Non-academic writing sample: can include a blog post, article for general public, newsletter, etc.

Signature

Date

Type your name above