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

Students may apply between February 12 – March 23, 2018

Application Deadline: March 23, 2018, 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

Please apply for the Meg Reitman Jacobs '63 Endowed Internship at the Student Employment webpage between February 12 and March 23, 2018, and then submit the following materials to Kelly Ward, Tang Administrative Assistant, 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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