

## **The Eleanor Linder Winter '43 Endowed Internship at the Tang Teaching Museum**

Students may apply between February 11 – March 22, 2019

Application Deadline: March 22, 2019, 5:00 pm

The Eleanor Linder Winter '43 Endowed Internship at the Tang Museum is a one-year, pre-professional internship for a Skidmore senior. This unique work experience will function as a bridge between Skidmore College and post-graduate life by providing academic and practical experience during the senior year as well as a post-graduate job for the summer after graduation. This paid internship is comprised of an 8-10 hour-a-week position during the academic year, and a 20 hour-a-week position during the summer after graduation. The intern has the opportunity to work in multiple departments, determined by the needs of the museum and the student's interest. Regardless of which department the student works in, one of the Winter Intern's primary responsibilities will be researching, planning, and coordinating the annual Winter/Miller Endowed Lecture. Most of this work will be done in the fall, with the lecture taking place in early spring as a capstone event for the Winter Intern. This is a full-year internship program. 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:

### Winter/Miller Lecture:

- Researching, planning, and coordinating the annual lecture, including inviting a leading thinker to campus whose work is relevant to the museum's mission and the student's intellectual interests
- Acting as the liaison between the museum and the visiting speaker
- Assisting in drafting text for the website, social media, poster, and event program
- Working with Tang staff on event logistics

### Curatorial:

- Research and writing on upcoming artists and exhibitions
- Editing artists' biographies and exhibition histories
- Creating scale-models of artwork for installation planning and compiling exhibition checklists
- Assisting on proofreading and copy-editing of museum texts
- Writing didactic labels and commentaries on individual art works
- Assisting in organizing exhibitions files, artist correspondence, drafting letters

### Education and Engagement:

- Researching, designing, writing, and producing Viewer Guides and Educator Guides
- Designing and prototyping hands-on projects for schools and family programs
- Leading student-centered tours, and assisting in library and classroom visits
- Event planning and coordination for special student-generated museum programs
- Assisting in administration and statistical tracking of public and academic programs
- Research, writing, and production of 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:

- Object research, cataloguing, and condition reporting
- Assisting 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

In General:

- The position is open to a Skidmore College 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 Eleanor Linder Winter '43 Endowed Internship at the Student Employment website between February 11 and March 22, 2019, and then submit the following materials to Kelly Ward, Tang Administrative Assistant, at [kward@skidmore.edu](mailto: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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