The Carol Marchand ′57 Endowed Internship at the Tang Teaching Museum

Students may apply between March 12 – May 7, 2021

Application Deadline: May 7, 2021, 5:00 pm

The Carole Marchand '57 Endowed Internship is a one-year museum experience for a Skidmore junior. This unique work experience will function as an introduction to post-graduate life by providing academic and practical experience during the junior year as well as a summer museum job. This paid internship is divided into two parts: an 8-10 hour-a-week position during the academic year that will provide experience working in a Tang Museum department (Administrative, Curatorial, Engagement, or Collections); and a 20-hour-a-week position during the summer after the student's junior year. Specifics about the department and individual projects are determined by the needs of the museum and the student's interest. 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:

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

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 junior 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 Carole Marchand '57 Endowed Internship at the Student Employment webpage between March 12 and May 7, 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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