

Washington, DC —
Practicum in
Arts & Architecture

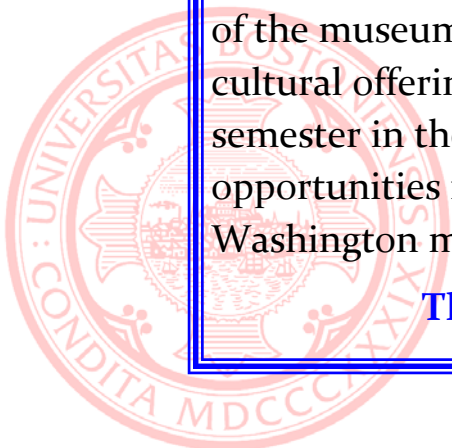
**BOSTON
UNIVERSITY**

Internships available at:
National Gallery of Art
National Portrait Gallery
Corcoran Gallery of Art
Museum of African Art
Renwick Gallery & the
Museum of American Art
The Philipps Collection
National Museum of Women
in the Arts
Arthur M. Sackler Gallery
Freer Gallery of Art
Hirshorn Museum
Textile Museum
Hillwood Museum
U.S. Navy Museum
Kreeger Museum
National Building Museum
DAR Museum
Art Museum of the Americas
Holocaust Memorial
Private galleries by the dozen



Students spend 4 days each week at an internship which could be in any one of the dozens of museums or galleries in the nation's capital. Interns work closely with staff members and curators learning about every aspect of the museum. Students can also take advantage of Washington's rich cultural offerings through field trips, guest lectures, and special events. A semester in the Washington Internship Program offers tremendous opportunities for academic enrichment, to make contacts in the Washington museum world and for professional development. 4-credits.

This practicum is located in Washington, DC.



Art Internships in DC

Smithsonian Internships (www.si.edu)

The Smithsonian Institute offers internships at the following museums:

Anacostia Community Museum
Architectural History and Historic Preservation (AHHP)
Archives of American Art
Asian Pacific American Program
Center for Folklife and Cultural Heritage
Hirshhorn Museum and Sculpture Garden
National Museum of African Art
National Museum of the American Indian
National Museum of American History
National Portrait Gallery
Office of Exhibits Central
Smithsonian American Art Museum
Freer and Sackler Galleries

*To be considered by more than one Smithsonian museum for unpaid internships, see <http://intern.si.edu>, or contact:

The Center for Museum Studies
Smithsonian Institution MRC 427
Washington, D.C., 20560
202-357-3102

Deadlines are February 15 (for summer), July 15 (for fall), and October 15 (for spring).

*Paid Internships

For information about paid internships through the Minority Internship Program or the Native American Internship Program, visit the [Office of Fellowships website](#) or contact:

Office of Fellowships and Grants
955 L'Enfant Plaza, Suite 7000
Smithsonian Institution MRC 902
Washington, D.C., 20560
siofg@ofg.si.edu
(202) 287-3271

Kreeger Museum (www.kreegermuseum.org)

The Kreeger Museum is a private, non-profit art museum whose permanent collection includes a number of 19th and 20th century paintings and sculptures in addition to examples of traditional African and Asian art.

The Kreeger Museum offers internships for specific projects in fields ranging from research in art history, work in arts marketing and visitor services. Interns work closely with staff members on these projects and are also given many opportunities to explore the workings of a small art museum. Internships generally take place during the regular semesters, are unpaid and available in the Education Department, PR and Marketing Office, and in Visitor Services. Please specify your area(s) of interest on your application.

You can download an application here:

[Application in PDF format](#)

[Application in Word format](#)

For more information, and for completed applications, please contact:

Dr. Erich Keel

Head of Education

The Kreeger Museum

2401 Foxhall Road, NW

Washington, DC 20007

202.337.3050

Freer Gallery of Art and the Arthur M. Sackler Gallery (www.asia.si.edu)

The Freer and Sackler Galleries together form the national museum for Asian art for the United States.

Interns are selected from each of the museum's fifteen departments: Administration, Archives, Conservation and Scientific Research, Collections Management (Registrar), Curatorial, Design and Production, Education and Public Programs, Exhibition Management, Library, Membership and Development, Photography, Public Affairs and Marketing, Publications, Rights and Reproductions, and Museum Shops. Approximately twenty percent of applicants are accepted for internships during any one year. Internships range from one month to one year.

The duration is based on arrangements made between the department and the intern. The postmark deadlines for applications are: November 15 (for winter/spring), March 15 (for summer), July 15 (for fall). For information, email asiainternship@asia.si.edu or call 202.633.0465.

**Unpaid Internship Application Process*

To apply exclusively and directly to the Freer and Sackler galleries for unpaid internships you will need to:

1. Submit an online application or completed print out of the online application and send by mail
2. two letters of recommendation
3. a resume and/or high school or college transcript

• [Online Application](#)

Address for regular mailing (U.S. Postal Service):

Intern Coordinator
Freer and Sackler Galleries
Smithsonian Institution
P.O. Box 37012, MRC 707
Washington, D.C. 20013-7012

Address for courier, FedEx, or UPS mailings:

Intern Coordinator
Freer and Sackler Galleries
Smithsonian Institution
1050 Independence Ave., SW
Washington, D.C. 20560

**Internship in Chinese Painting Conservation*

This is a five-month internship in the field of Chinese painting conservation. The intern will receive training in traditional Chinese painting conservation working under the guidance of specialists in the Department of Conservation and Scientific Research. For more information please see the internship listing in the [Department of Conservation and Scientific Research](#) or send an email to dcsr@asia.si.edu.

Corcoran Gallery of Art (www.corcoran.org)

The Corcoran Gallery of Art stands as a major center of American art, both historic and contemporary. Founded “for the purpose of encouraging American Genius,” the Corcoran’s extensive collection of 18th, 19th, and 20th century American art represents the most significant American artists. The Corcoran possesses a fine collection of European art as well.

From early June through mid-August, the Corcoran sponsors a ten-week internship program. This program is open to juniors or seniors in college, graduate students, and students between academic degree programs. The summer internship program is explicitly geared toward those students who are interested in gaining firsthand museum experience or intend to pursue careers in arts administration.

Summer interns maintain regular staff hours, 9:00 am to 5:00 pm, Monday through Friday. The Corcoran can offer no stipend. Students desiring academic credit for their internship must arrange for it themselves with their college or university.

***Internship Contact and Application Information**

All application materials for the summer internship program must be postmarked by March 15. For more information, contact the Coordinator of Education Programs, at 202.639.1852, or via e-mail at lshaffer@corcoran.org

To apply, send:

- 1) a resume
- 2) transcript
- 3) 2 letters of recommendation
- 4) cover letter listing your 3 department placement preferences and stating your reasons for wanting to participate in the Corcoran's internship program. Explain how such an experience will help to further your education and career plans. Since your letter serves in place of a personal interview, please outline your abilities, interests, and career goals.

To:

Coordinator of Education Programs
The Corcoran Gallery of Art
500 17th Street, NW
Washington, DC 20006

Please do **NOT** send applications by fax or email.

***Academic Year Internships:** The Corcoran offers academic year internships (September - May) as well as assisting with general departmental duties on an as-needed basis. Interns are expected to work at least 15 hours per week. To correspond with class schedules, interns can arrange flexible work hours. Interns during the academic year work on a substantial research project that contributes to

the Corcoran's programming. Students desiring academic credit for their internship must arrange for it themselves with their college or university. The Corcoran can offer no stipend. Students desiring academic credit for their internship must arrange for it themselves with their college or university.

There is no official deadline for Academic Year Internships, but priority is given to those applications received two months prior to the beginning of the Spring and Fall semesters.

Smithsonian American Art Museum and Renwick Gallery

(americanart.si.edu/renwick/index.cfm)

The Smithsonian American Art Museum's Renwick Gallery collects, exhibits, studies, and preserves American crafts and decorative arts from the nineteenth to twenty-first centuries.

Has many different options with varying deadlines. Please visit http://americanart.si.edu/education/fellows_interns/index.cfm for more information.

Phillips Collection (www.phillipscollection.org)

The Phillips Collection, opened in 1921, is America's first museum of modern art. Featuring a renowned permanent collection of nearly 2,500 works by American and European impressionist and modern artists, the Phillips is internationally recognized for both its incomparable art and its intimate atmosphere. Housed in founder Duncan Phillips' 1897 Georgian Revival home and similarly scaled additions in Washington, D.C.'s Dupont Circle neighborhood, The Phillips Collection is widely regarded as one of the world's finest small museums.

For information, please contact Mary Jane Currier at mjcurrier@phillipscollection.org

National Museum of Women in the Arts (www.nmwa.org)

The National Museum of Women in the Arts is the only museum in the world dedicated exclusively to recognizing the contributions of women artists.

The National Museum of Women in the Arts hosts interns throughout the calendar year. Their three internship terms are as follows (application due date for each term in parenthesis):

Summer ~ June-Aug. (March 15)

Fall ~ Sept.-Dec. (June 15)

Spring ~ Jan.-March (Oct. 15)

Generally, interns work between 20-40 hours per week for 10-12 weeks.

For more information on the internship program, please feel free to visit the website - http://www.nmwa.org/about/volunteer_interns.asp.

National Museum of African Art (www.nmafa.si.edu/index2.html)

The collection of the National Museum of African Art (NMAfA) embraces the diverse artistic expressions found throughout Africa, from ancient to contemporary times. Collection objects range from ceramics, textiles, furniture and tools to masks, figures and musical instruments. The arts of painting, printmaking, sculpture and other media are well represented by living artists whose works highlight individual creativity, address global and local art trends and innovatively transform artistic traditions into modern idioms.

Smithsonian internships provide graduate or undergraduate students an opportunity to explore a research topic or the museum profession over a ten-week period. For information about internship opportunities at the National Museum of African Art, contact Veronika Jenke at 202.633.4636 or e-mail jenkev@si.edu. Internship applications are processed through the [Smithsonian Center for Education and Museum Studies](#).

Museum of Contemporary Art (www.mocadc.org)

MOCA DC has a long-standing tradition of being open to emerging artists and emerging art forms, a philosophy established by the founder of the gallery some 15 years ago. This idea has now been expanded it to include a greater emphasis on the nude figure, an art form often neglected by Western cultures. That said, however, most of their exhibits feature other art forms, although figurative art may also be in some exhibits.

MOCA DC accepts student interns. Contact Dave Quammen with the particulars and he will help arrange an internship. The Museum of Contemporary Art, however, is a gallery, not a museum. The focus is contemporary art, especially, art within the greater Washington DC area.

Contact Information:
Dave Quammen
Executive Director
202-342-6230

Textile Museum (www.textilemuseum.org)

The Textile Museum is dedicated to furthering the understanding of mankind's creative achievements in the textile arts. As a museum, it is committed to its role as a center of excellence in the scholarly research, conservation, interpretation and exhibition of textiles, with particular concern for the artistic, technical and cultural significance of its collections. The mission is pursued through development and maintenance of collections, records and a library, as well as through scholarly research, exhibitions, publications and educational programs.

The Textile Museum Internships are offered year-round on a quarterly basis and are varied in format and can be tailored to the needs of the intern. Internships are designed to provide real world experience and help interns solidify career goals. To inquire about an internship at the Museum, please contact info@textilemuseum.org.

National Gallery of Art (<http://www.nga.gov/education/index.shtm>)

**Graduate Curatorial Internships*

[Application Form](#) (PDF 31k)

[\(Download Acrobat Reader\)](#)

Graduate Curatorial Internships at the National Gallery of Art provide in-depth training for advanced PhD students and recent PhD recipients interested in gaining curatorial experience in a museum setting. Graduate curatorial interns work with curators on permanent collection or exhibition projects and attend a weekly museum seminar that introduces the staff, departments, programs, and functions of the Gallery. The duties and responsibilities are comparable to those of curatorial assistants.

Eligibility

Eligibility is limited to doctoral students who are in the advanced stage of their dissertations and to recent PhD recipients (dissertations must have been filed no earlier than September 2005). Neither previous museum experience nor a stated goal of a museum career is required. Applicants from all backgrounds are encouraged to apply.

Terms

Graduate curatorial interns are in residence at the Gallery from September 10, 2007 to May 16, 2008 and work full-time. Interns receive a stipend of \$24,000 and are subject to all applicable taxes. In addition to their stipend, interns also receive partially subsidized funds for public transportation.

[Application](#)

Timeline and Procedures

January 11, 2007

Deadline for [applications](#). Send one original and five copies of the completed form to our mailing address. Materials must be received by this date to be considered. Do not send any other application materials at this time.

January 19, 2007

Semifinalists will be notified of their status and asked to submit additional materials by January 25, 2007. Semifinalists will be asked to submit one original and five copies of a résumé, one original and five copies of a writing sample, and one copy of official transcripts from each undergraduate and graduate institution attended. Referees will be contacted directly by the Gallery's Academic Programs staff.

January 25, 2007

Deadline for semifinalists' materials. Résumé, writing sample, and transcripts should be sent to our mailing address (below).

February 22, 2007

Finalists will be notified and invited to Washington for interviews.

March 5–6, 2007

Interview period for finalists.

March 13, 2007

Finalists will be selected.

Review Process

All applications will be reviewed by a selection committee composed of Gallery staff and outside specialists. Interviews in Washington will be with the selection committee and prospective mentors.

Mailing Address

Department of Academic Programs
Division of Education
National Gallery of Art
2000B South Club Drive
Landover, MD 20785

Inquiries

Additional information about National Gallery of Art internships and curatorial fellowships is available from the Department of Academic Programs by phone at (202) 842-6257 or by e-mail at intern@nga.gov.

[Frequently Asked Questions](#)****Internships in the Museum Profession***

[Application Form](#) (PDF 44k)

[\(Download Acrobat Reader\)](#)

Internships in the Museum Profession at the National Gallery of Art provide institutional training to students interested in pursuing a career in the museum profession. Working closely with professional staff at the Gallery, interns participate in the ongoing work of a department, complete a project or a discrete portion of a larger project, and attend a weekly museum seminar that introduces the staff, departments, programs, and functions of the Gallery. Possible placements include curatorial departments reflecting the Gallery's permanent collection, conservation, education, the library, and exhibition design.

Eligibility

Although consideration will be given to students with a recent undergraduate degree, preference will be given to applicants who are enrolled in a graduate program or are recent MA, MFA, or M.Arch graduates. Applicants from all backgrounds are encouraged to apply.

[Application](#)*Timeline and Procedures**Terms*

Interns in the museum profession are in residence at the Gallery from September 10, 2007 to May 16, 2008 and work full-time. Interns receive a stipend of \$20,000 and are subject to all applicable taxes. In addition to their stipend, interns also receive partially subsidized funds for public transportation.

January 11, 2007

Deadline for [applications](#). Send one original and five copies of the completed form to our mailing address. Materials must be received by this date to be considered. **Do not send any other application materials at this time.**

January 19, 2007

Semifinalists will be notified of their status and asked to submit additional materials by January 25, 2007. Semifinalists will be asked to submit one original and five copies of a résumé, one original and five copies of a writing sample, and one copy of official transcripts from each undergraduate and graduate institution attended. **Recommenders will be contacted directly by the Gallery's Academic Programs staff.**

January 25, 2007

Deadline for semifinalists' materials. Résumé, writing sample, and transcripts should be sent to our mailing address.

February 22, 2007

Finalists will be notified and invited to Washington for interviews.

March 5–6, 2007

Interview period for finalists.

March 13, 2007

Finalists will be selected.

Review Process

All applications will be reviewed by a selection committee composed of Gallery staff and outside specialists. Interviews in Washington will be with the selection committee and prospective mentors.

Mailing Address

Department of Academic Programs
Division of Education
National Gallery of Art
2000B South Club Drive
Landover, MD 20785

Inquiries

Additional information about National Gallery of Art internships and curatorial fellowships is available from the Department of Academic Programs: telephone: (202) 842-6257 or email intern@nga.gov.

[Frequently Asked Questions](#)

***Summer Internships**

Purpose

Nine-week summer internships provide opportunities to work on [projects](#) directed by a Gallery curator or department head. Biweekly museum seminars introduce interns to the broad spectrum of museum work and to Gallery staff, departments, programs, and functions.

Eligibility

Eligibility varies according to internship. A few are geared to undergraduates graduating in 2007, but most are for currently enrolled graduate students of all levels and those graduating in 2007 with a relevant degree (e.g., MA, MBA, MFA, M.Arch, MLS, PhD). Please check prerequisites carefully. Applicants from all backgrounds are encouraged to apply. This is an international program.

Terms

Summer interns are in residence at the Gallery from June 4 to August 3, 2007 and work full time. Interns receive a stipend of \$4,500 and are subject to all applicable taxes. In addition to their stipends, interns also receive partially subsidized funds for public transportation.

[Application](#) (PDF 32K)
[\(Download Acrobat Reader\)](#)

Timeline and Procedures

January 11, 2007

Deadline for [applications](#). Send one original and five copies of the completed form to our [mailing address](#). Materials must be received by this date to be considered. Do not send any other [application](#) materials at this time.

January 19, 2007

Semifinalists will be notified of their status and asked to submit additional materials by January 25, 2007. Semifinalists will be asked to submit one original and five copies of a résumé, one original and five copies of a writing sample, and one copy of official transcripts from each undergraduate and graduate institution attended. Referees will be contacted directly by the Gallery's Academic Programs staff.

January 25, 2007

Deadline for semifinalists' materials. Send résumé, writing sample, and transcripts to our [mailing address](#).

March 26, 2007

Finalists will be selected.

Projects

Placements are available in the following Gallery departments.

[Administrative Services: Business and Management](#)

[Audiovisual Services](#)

[Conservation: Sculpture](#)

[Curatorial: American and British Paintings](#)

[Curatorial: Italian Renaissance Paintings](#)

[Curatorial: Modern and Contemporary Art](#) (Two positions are available)

[Curatorial: Northern Baroque Paintings](#)

[Curatorial: Photographs in the Permanent Collection](#)

[Curatorial: Photographs: Robert Frank's "The Americans" Exhibition](#)

[Curatorial: Special Projects in Modern Art: Mark Rothko](#)

[Education: Art Information for the Public](#)
[Education: Artist-Teacher for Family and Youth Programs](#)
[Education: High School Studio Workshops](#)
[Education: National Teacher Institute](#)
[Exhibition Design: Design and Architectural Practices](#)
[Exhibition Design: Documentary Films and Other Materials](#)
[Exhibition Design: Graphics/Silkscreen Production](#)
[Facilities Management](#)
[Fire Protection Engineering](#)
[Frame Construction, Documentation, and Conservation](#)
[Gallery Archives: Documenting the National Gallery of Art](#)
[Horticultural Services](#)
[Imaging and Visual Services: Management and Production](#)
[Library: Visual Resources](#)
[Library: Archiving the Jacques Seligmann Photographs](#)
[Music Department: Concert Management and Baroque Music and Art](#)
[Office of the Secretary and General Counsel: Copyright Law Research and Analysis](#)
[Personnel Office: Labor Law Research and Analysis](#)
[Procurement and Contracts](#)
[Protection Services: Museum Security](#)
[Publishing Office: Production Processes](#)

****Volunteer Internships***

Since 1964 the National Gallery of Art has offered professional museum training to candidates from all backgrounds through a variety of internship and volunteer programs. In addition to the Gallery's paid internships and fellowships, a number of unpaid internships, research assistantships, and apprenticeships are available. Volunteers work in various Gallery departments, supervised by a curator or other department head. They participate in a weekly museum seminar and contribute to ongoing Gallery projects and programs; research assistants and apprentices concentrate on specific projects.

Eligibility

Positions are open to graduate students currently enrolled in a degree program and to recent recipients of a relevant advanced degree. Preference will be given to graduate students with funding from another granting institution or agency (e.g., Fulbright) and to applicants whose participation will count as partial fulfillment toward a degree. For postgraduate participants the master's degree must have been conferred within one year and the doctoral degree must have been conferred within two years of the proposed start date.

Terms

Those eligible may apply for the full academic year (September 10, 2007–May 16, 2008) or for a shorter period based on the length of their academic terms. Both

full-time and part-time opportunities are available. Part-time hours vary, but a commitment of twenty-four hours per week for a minimum of twelve weeks is expected. Interns are required to attend a weekly museum seminar (on Friday mornings during the academic year; on Tuesday and Thursday mornings during the summer). Students receiving academic credit are responsible for making appropriate arrangements with their institutions.

Application Materials

[Application form](#) (33k)

[\(Download Acrobat Reader\)](#)

Complete application packets must include:

1. Six copies of completed application form
2. Six copies of full résumé or CV
3. Six copies of a writing sample (roughly fifteen pages)
4. Transcripts (for applicants at institutions that issue transcripts): send us six copies of transcripts from each undergraduate and graduate institution you have attended.

This can be done in either of the following ways:

- A. open a copy of an official transcript and make five copies of the original and send all six of them to the mailing address written below
- or*
- B. make six copies of unofficial transcripts and send all six to us at the mailing address below.

Note: If you choose the second option and you are accepted into the program, you will need to provide us with one original transcript from each institution you have attended. Should you have difficulty in securing transcripts, a third option is to request that the records officer or registrar from each institution send the transcripts directly to the National Gallery via fax or e-mail.

The fax number is (202) 842-6935, attn: Department of Academic Programs; and the e-mail address is intern@nga.gov.

For applicants at institutions that do not issue transcripts: send us six copies of comparable documents. If you have a question about what might be considered a comparable document, please contact intern@nga.gov.

5. Three letters of recommendation, one must be from a chair or dean of your department, one from a professor, and one is of your choosing. Letters must be in sealed envelopes with the signature of your reference across the seal.

Deadlines for [applications](#) (33k) [\(Download Acrobat Reader\)](#)

Winter 2006–2007: October 20, 2006

Spring 2007: January 19, 2007

Summer 2007: April 20, 2007

Academic year 2007–2008: April 20, 2007

Fall 2007: July 20, 2007

Complete application packets must be **received by** the deadlines listed above, which apply only to that term. Late applications will not be considered.

Review Process

All applications will be reviewed by a selection committee composed of National Gallery of Art staff and outside specialists.

Mailing Address

Department of Academic Programs

Division of Education

National Gallery of Art

2000B South Club Drive

Landover, MD 20785

Inquiries

For additional information about National Gallery of Art internships please contact the Department of Academic Programs by telephone, (202) 842-6257, or e-mail intern@nga.gov.

[Frequently Asked Questions](#)

Holocaust Memorial Museum (www.ushmm.org)

The United States Holocaust Memorial Museum is America's national institution for the documentation, study, and interpretation of Holocaust history, and serves as this country's memorial to the millions of people murdered during the Holocaust.

The Museum's internship program provides an environment for qualified candidates to learn about the Holocaust and about Museum operations. Included are hands-on projects and opportunities to work with Holocaust scholars and Museum professionals to learn about their roles, responsibilities, and backgrounds.

[Apply online](#)

Interested candidates should submit a completed application form, a current resume, their most recent certified academic transcript, two letters of recommendation, and a brief personal statement in addition to a cover letter. To be considered, complete and mail your application packet to:

Intern Coordinator
Office of Volunteer and Intern Services
United States Holocaust Memorial Museum
100 Raoul Wallenberg Place, SW,
Washington, D.C. 20024-2126

Internships usually last for one semester and are either half-time or full-time positions. A limited number of paid internships are available, but are highly competitive. Most internships are unpaid.

Candidates whose skills and talents meet the requirements for available positions will be contacted for a telephone interview.

For more information, please [e-mail](#) or call (202) 479-9737.

Daughters of the American Revolution (DAR) Museum (www.dar.org)

The DAR, founded in 1890 and headquartered in Washington, D.C., is a volunteer women's service organization dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children.

The DAR has internships available for undergraduate and graduate students interested in gaining experience in American history, decorative and fine arts, education, collections management, and public relations. Interns generally work at least 20 hours per week for a period of 3-4 months. The internships are unpaid, but academic credit can be arranged in cooperation with your institution. Past interns have undertaken a wide variety of responsibilities and projects, including:

- *Performing historical or object research in preparation for exhibitions
- *Working on inventory and cataloguing of objects in the museum's collection
- *Assisting with updating slide and tour programs
- *Designing self-guides for school and home-school programs
- *Producing Family Guides and other written materials to accompany exhibitions

Intern candidates should have completed at least their junior year and be well organized and independent. Application forms are available online (see below) or by contacting Assistant Curator of Education at (202) 879-3341 or museum@dar.org.

Application deadlines:

Summer: March 15

Fall: August 15 (Priority given to those received by August 1)

Spring: December 15

[Internship Application Form \(PDF\)](#)

National Building Museum (www.nbm.org)

Created by an act of Congress in 1980, the **National Building Museum** is America's premier cultural institution dedicated to exploring and celebrating architecture, design, engineering, construction, and urban planning. Since opening its doors in 1985, the Museum has become a vital forum for exchanging ideas and information about such topical issues as managing suburban growth, preserving landmarks and communities, and revitalizing urban centers.

The Museum accepts interns at any time of the year. Schedules can be flexibly arranged depending on the Museum's needs and the intern's schedule. During the summer, interns can learn about all areas of Museum operations through a weekly enrichment program. This program includes behind-the-scenes visits to other cultural institutions in Washington, D.C. The deadline for fall internships, which usually occur from September through December, is August 15, 2006.

COLLECTIONS

Research and assist with cataloguing holdings in the Museum's archives. The current collection contains approximately 40,000 photographic images, 68,000 architectural prints and drawings, 100 linear feet of documents and 2,100 objects documenting America's built environment. Assist with the organization and documentation of the Museum's staff library.

EDUCATION

Assist with the development of and participate in youth and family programs, tours of the Museum, outreach programs, and adult programs.

DEVELOPMENT

Assist with the Museum's fund-raising efforts. Research prospective donors using the Internet and other sources, help prepare grant proposals, draft membership appeal letters, assist during fundraising events, and perform administrative tasks as necessary.

EXHIBITIONS

Work with Museum curators to research, plan, design, and construct permanent and short-term exhibitions.

MARKETING & COMMUNICATIONS

Write press releases, assist with development and implementation of Museum marketing and audience development strategies. Research and help write articles for the Museum's quarterly magazine *Blueprints* and other publications such as exhibition brochures and marketing pamphlets.

Benefits

National Building Museum internships are unpaid. College or university credit (based on school's requirements) may be given. Museum interns receive complimentary Museum membership (includes subscription to *Blueprints* quarterly journal, the Calendar of Events, invitations to exhibition openings, a discount in the Museum Shop, and reduced

fees for programming). Weekly enrichment programs are organized for summer interns.

How to Apply

Internships are open to both undergraduate and graduate students. No specific credentials or work experience is required. However, it is desirable that applicants have a strong interest in the subject areas covered by the National Building Museum's mission and in museum work in general. Click here for a [print version](#) of an **Intern application**.

Prospective interns are required to complete the Intern application form. In addition, the following items are required for consideration. Final decision will not be made until the supporting information is received.

- A recent writing sample (at least two pages)
- An interview (in person or over the phone)
- Two letters of recommendation from professors
- Your most recent official academic transcript

Questions? Please call the Intern Coordinator at 202.272.2448 x 3302 or e-mail kcotner@nbm.org.

National Portrait Gallery (www.npg.si.edu)

Generations of remarkable Americans are kept in the company of their fellow citizens at the National Portrait Gallery. The Gallery presents the wonderful diversity of individuals who have left—and are leaving—their mark on our country and our culture.

Various departments at the National Portrait Gallery sponsor interns throughout the year. Projects are based on interests and needs of the department and are agreed upon by the mutual consent of the intern candidate and his or her supervisor.

*The *Office of Administration* oversees the Gallery's financial and administrative activities. It establishes policy concerning budget and procurement and maintains managerial control over Gallery operations. Intern qualifications include knowledge of grammar, spelling, and writing. An interest in financial functions and proficiency in Microsoft Excel, Access, and Word is helpful but not necessary. An internship in this department requires interfacing with staff, visitors, and vendors and requires an individual who is tactful and diplomatic.

**Center for Electronic Research and Outreach Services/Catalog of American Portraits (CEROS/CAP)*. administers research and electronic outreach programs, including the National Portrait Gallery's online sites on the World Wide Web and the Smithsonian's Intranet; the Catalog of American Portraits is a national archives and research database dedicated to portraiture. The database provides researchers with biographical information on subjects and artists, artist attributions, histories of ownership, and related works, as well as digitized images of the portraits. Interns should have good organizational skills and an attention to detail, knowledge of library research methods, some acquaintance with computer systems, and an interest in American history or art history.

*The *Office of Design and Production* is responsible for the design and installation of the Gallery's public spaces, with particular emphasis on interpretation of the permanent collection and special exhibitions. The work involves design and construction of exhibition spaces; selection of paint, carpet, and all other decorative elements; as well as the design, fabrication, and installation of cases, frames, mounts, and supporting graphics. Interns should have knowledge of, or experience in, at least one of the following areas: design, drafting, graphic design, cabinetmaking, computer assisted design (CAD), or graphic computer skills in VectorWorks, Illustrator, Photoshop, or InDesign. Any other exhibition-related experience, such as picture installation or art moving, would be useful.

*The *Office of Development* is responsible for finding private funds to support the Gallery's acquisitions, education programs, exhibitions, publications, research, and special events. The office works locally and nationally with individuals, foundations, corporations, and government sources to accomplish its mission. An intern would have the opportunity to carry out research, develop strategies, and write proposals for various projects. An intern should be detail-oriented, have an interest in research, and possess strong writing and critical thinking skills. Knowledge of the Internet and of Windows-based word processing and database programs is essential.

*The *Office of Education* is charged with making history come alive for its visitors through the art of portraiture. The department interacts with elementary and secondary school students, senior citizens, disabled persons, and daily visitors. Information is disseminated through gallery tours, public programs, and educational outreach programs in order to address the full range of American history and portraiture, and to reach the widest possible audience. An intern needs to have general knowledge of American history and art with proficiency in library research. Interpersonal and writing skills are essential, and some knowledge of word-processing and computer database programs is required.

*The *Department of Exhibitions and Collections Management* consists of the Office of Exhibitions, the Office of Photographic Services, and the Office of the Registrar. Each office has individual responsibilities, but they work closely together; cross-departmental internships are often possible.

- The *Office of Exhibitions* administers the Gallery's temporary and permanent exhibition program. It sets the exhibition schedule, establishes contracts with external exhibition organizers, negotiates loans, obtains photographs and reproduction rights for exhibition objects for publication in print and electronic media formats, and serves as liaison with other Gallery offices on exhibition-related matters. An intern should have an American history or American art background, good research and keyboarding skills, be detail-oriented, and have some acquaintance with the Microsoft Office suite of software.
- The *Office of Photographic Services* is a twofold operation. The studio side creates the photographic archive of the NPG collection, while the rights and reproductions side serves as the repository, rights clearance, and sales center for the reproduction of works in the collection. For studio work, an intern must possess knowledge of black-and-white printing procedures. Duties include drying, sorting, and spotting prints. A working knowledge of basic photographic principles and camera usage is helpful. For archival and sales work, an intern should possess word-processing and database knowledge, as well as research and organizational skills. A basic knowledge of photography, with some experience in photographic processing, is helpful.
- The *Office of the Registrar* is responsible for the safekeeping of objects in the National Portrait Gallery's collections, as well as objects in the Gallery's temporary custody. The office creates and maintains the official records for all objects in the NPG collections or on loan to the museum, as well as for NPG artwork out on loan. An intern should have a knowledge of basic museum collections management practices, including collections care, documentation, and information systems.

*The *Department of History* is involved in all of the Gallery's functions relating to its mission as a museum of history and biography. Historians create and curate exhibitions, serve as advisers to the curators in matters relating to American history and biography, and evaluate the historical importance of individuals being considered for the Gallery's permanent collection. An intern should be interested in American history, enjoy historical

research, and write well.

*The *Library* contains more than 160,000 volumes, as well as auction catalogs, microfilm, and vertical files on artists and institutions. It serves fellows, visiting scholars, the public, and the staff of the National Portrait Gallery and the Smithsonian American Art Museum. An intern must possess the ability to deal with detailed work; accuracy is very important. A general familiarity with libraries, including the Library of Congress classification system, is valuable.

*The *Department of Painting and Sculpture* is a curatorial department responsible for the acquisition, cataloging, and researching of all paintings and sculpture in the Gallery. Members of the department also conduct research for special exhibitions and for publications on the history of American portraiture, as well as handle numerous public inquiries. An intern should have a sound academic background in art history, American studies, or American history; good research and writing skills; and be able to use a word-processing program.

*The *Charles Willson Peale Family Papers* is a documentary history project that narrates the lives of a remarkable American family. The project publishes volumes containing selections of the letters, journals, and other documents of the artists, scientists, and explorers in the Peale family from 1735 to 1885. An intern should be interested in American social and cultural history, and should possess good research and writing skills. He or she should be willing to learn to transcribe handwritten documents in the manner used in modern documentary editions; to read broadly and deeply in historical materials; to discover, with guidance, the answers to historical questions posed by documents; and to write terse and accurate commentary on the documents.

*The *Department of Photographs* is a curatorial office that has custody of the Gallery's extensive collection of portrait photographs. Its work includes curating exhibitions as well as acquiring, researching, cataloging, and storing objects. An intern should have a strong background in art history or American history; a familiarity with the history of photography and various photographic processes is preferred. Legible handwriting for recording information and an acquaintance with library research techniques is desired. Skills should also include some knowledge of word-processing and computer database systems.

*The *Department of Prints and Drawings* is a curatorial office that has custody of works of art on paper. This department's services include acquiring, documenting, researching, storing, and overseeing the conservation of these objects. An intern should have a strong academic background in art history or American history. Proficiency in library research is useful.

*The *Office of Public Affairs* is responsible for all public relations for the museum, including general contact with the news media and specialized contacts relating to exhibition openings and special events. An intern must possess the ability to research, organize, and synthesize information and put it into clear, concise written form, as well as

to work well with journalists and the general public.

*The *Office of Publications* is responsible for developing, editing, and producing books, catalogues, and brochures for the Gallery. All material written by staff members comes through this office to ensure accuracy and uniformity of style. An intern should have an interest in publishing and the publication process and should be detail-oriented, with a background in American history, art history, or English. Facility with Microsoft Word is a must; knowledge of Excel and Access is helpful.

***Application Information**

The National Portrait Gallery offers internships to undergraduate and graduate students and to individuals not affiliated with academic programs who have research or museum career interests. The availability of internships depends upon departmental projects and staff needs, as well as the background, skills, and interests of the applicant.

*The application deadline for summer internships is **March 31**. Applications are considered year round for fall, winter, and spring internships. At present, stipends are not available. Interns are encouraged to have health insurance.*

United States Navy Museum (www.history.navy.mil/branches/org8-1.htm)

The U.S. Navy Museum collects, preserves, displays, and interprets historic naval artifacts and artwork to inform, educate, and inspire naval personnel and the general public.

[Internship Application](#)

The Museum tells the history of the United States Navy through a series of chronological and thematic exhibits. Currently, the staff is producing exhibits on the Cold War. About 150,000 people visit the Museum each year. Visitor interaction is encouraged throughout the Museum. Temporary exhibitions deal with a range of American naval themes. The Naval Historical Center has a rich collection of documents, books, photographs, and artifacts as well as specialists in naval history who can be consulted by the Museum staff. Internships are available in four specialties at The U.S. Navy Museum:

**CURATOR:* An intern with a history or art history major would be closely involved with exhibition or publication programs, reinforcing learned research and writing techniques, as well as providing work experience in a museum environment. English, French, anthropology, political science, American studies, and international relations majors have also interned in the Curator section. The intern is supervised by the U.S. Navy Museum Curator who assigns tasks that might include research and development of an exhibition script, catalogs or brochures. Projects involve research in the photographic, art, and artifacts collections of the Center. The intern is expected to have excellent research skills, the ability to write clearly and concisely and to work independently. A prior knowledge of American naval history is not essential, but it would be an important asset in candidate selection.

**HISTORIAN:* The historical internship program provides benefits for both the Museum and the participant. The ability to pursue the exhibition and publication schedule more quickly and to add new projects enhances the Museum's visibility. The intern learns the dynamics of successful teamwork and reinforces habits of self discipline. Research for the Museum further develops the historical skills of persistence, accuracy, and critical analysis. Writing for the Museum audience teaches an intern how to communicate complicated historical themes to the general public. The opportunity to work in a museum allows the intern to determine whether that career holds any attraction. It also improves the possibilities of acceptance into museum studies programs.

**EDUCATION:* An internship with the Education Department is open to students with backgrounds in education, history, or art history. The intern works both independently and with the Director of Education to conceive, develop, or implement education programs directly related to the Museum's collection. Education programs may be developed for elementary and secondary school students, special education students, senior citizens, and the "casual" visitor. School programs are geared to the curriculum. Or, interns may work directly with visitors, such as interpreting hands-on materials like the intern pictured to the right. This internship provides an opportunity for a student to apply education and history skills to interpret artifacts in a museum setting and allows students to explore the museum field as a career choice. The intern should have a

knowledge of age-group characteristics, skill levels, and age-appropriate activities. He or she should also possess strong research skills. A background in American history or American Studies is preferable, but not required.

**PUBLIC RELATIONS:* An internship is also available in the field of public relations. The intern should possess strong communication and writing skills and be familiar with the different kinds of media. One of the Museum's objectives is to increase the community's awareness of the Museum and its programs. An expanded and well developed public relations effort is an integral part of fulfilling that objective. The intern may write press releases and public service announcements and develop mailing lists. He or she would develop and implement strategies appropriate to increasing the visibility of The U.S. Navy Museum locally and nationally. The intern is supervised by the Director of Education but is expected to work independently. This internship provides a hands-on opportunity to explore the field of public relations while providing The U.S. Navy Museum with new avenues of publicity.

**DESIGN:* The design intern will assist in all phases of mounting major exhibitions that are the responsibility of the Design Department. These responsibilities may include model-making, preparing shop drawings, typesetting, graphic photography, photo silk-screening, and mounting photographs. The intern may also assist in preparing the artifacts for installation. It is also possible for interns to select a project related to the needs of the Museum, the intern's abilities and interests, and the length of the internship. The intern works with the Curator or project director responsible for the exhibition, publication or event, but under the supervision of the head of the Design Department. A graphics project might involve developing a design solution and preparing camera-ready art for a small museum publication or a series of graphic materials for an upcoming exhibition or event. The project might also involve the design of a small installation in the Museum. The intern would take this project from concept stage through working drawings to installation.

Art Museum of the Americas (www.museum.oas.org)

Established in 1976 by the Organization of American States Permanent Council, the museum has as its primary mission to further awareness and appreciation of the art and cultural traditions of the thirty-four OAS member countries, with particular emphasis on modern and contemporary art from Latin America and the Caribbean.

Candidates from all backgrounds who have a strong interest in a museum career are encouraged to apply. Interns have the opportunity to gain experience in various activities of the Museum by participating in the ongoing work of the different departments. For general requirements and applications please visit <http://www.oas.org/en/pinfo/hr/job.htm>