



## Summer 2016 Internship Postings

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### Internships

The Walters Art Museum is pleased to offer opportunities for qualified undergraduate and graduate candidates to intern in various museum divisions throughout the year. Based on a system of supervised learning, the internships enable interns to understand how a museum operates and how to relate this experience to academic and professional goals. Credit can be arranged with your college/university.

**All candidates will submit a cover letter, resume and all supplemental materials to [internships@thewalters.org](mailto:internships@thewalters.org) by April 29, 2016.** Some internship positions require additional materials (see below). Please indicate your first and second choice of internship in your cover letter.

The Walters Art Museum is an equal opportunity, equal access employer committed to achieving a diverse workforce. Employment at the Walters is contingent on a favorable investigative background check. The museum is a drug and smoke free work workplace. The Walters Art Museum is an at will employer.

### Summer 2016 Internships

#### **Studio Teaching Intern**

The Education Department seeks undergraduate and graduate students who are interested in gaining practical teaching experience in a museum setting to lead interactive and interdisciplinary studio art classes for K-12 students. Successful candidates are enthusiastic, motivated, resourceful, and dependable. These interns should have some knowledge or experience in teaching, museum education, art history and/or studio practices.

**Experience/ Skills:**

- Intermediate knowledge of museum/education theory and pedagogy, preferred
- Experience (formal or informal) teaching museum education, art history, and/ or studio practices, preferred

**Preferred Major or Areas of Study:**

- Museum Education
- Art History
- Education
- Studio/ Fine Art

**In addition to the standard application materials, please provide two letters of reference (academic or professional). Application deadline is April 29, 2016.**

## **Gallery Teaching Intern**

The Education Department seeks undergraduate and graduate students who are interested in gaining practical teaching experience in a museum setting to lead interactive and interdisciplinary tours for K-12 students. Successful candidates are enthusiastic, motivated, resourceful, and dependable. These interns should have some knowledge or experience in formal or informal teaching, museum education, art history and/or studio practices. Credit can be arranged with your college or university.

**Experience, Skills:**

- Intermediate knowledge of museum/education theory and pedagogy, preferred
- Experience (formal or informal) teaching museum education, art history, and/ or studio practices, preferred

**Preferred Major or Areas of Study**

- Museum Education
- Art History
- Education
- Studio/Fine Art

**In addition to the standard application materials, please provide two letters of reference (academic or professional). Application deadline is April 29, 2016.**

## **Engineering Intern**

The Engineering Intern will gain knowledge of the various mechanical systems and the effect of the museum environment required to preserve the art collection. This intern will assist the Manager of Engineering with daily tasks in an effort to learn fundamental skills by observing the techniques to troubleshoot, repair, and maintain various boilers and HVAC equipment.

### **Duties:**

- Assist with preventative maintenance of facility mechanical systems
- Learn the intricacies of Faciliworks, a facilities software used to track building assets, preventative and predictive maintenance
- Learn about the process for meeting with contractors to schedule repair work and solicit bids for repairs and new installations
- Understand the process of budgeting capital improvements and equipment life cycles
- Learn how the Museum utilizes utility companies to reduce energy cost
- Become knowledgeable with all applicable fire and safety codes

### **Experience/ Skills:**

- Ability to use hand tools (power and manual)
- Intermediate computer skills
- Ability to read blueprints

### **Preferred Major or Areas of Study:**

- Building and/or mechanical engineering

**In addition to the standard application materials, please provide a letter of reference.**

**Application deadline is April 29, 2016.**

## **Registration Intern**

The Registration Intern will assist the Collections Department with general registration and collections management projects. This intern will be provided with opportunities to work within many aspects of collections care and registration. This intern will also assist in the preparation process of documentation for changing exhibitions, outgoing loans, and the permanent collection using the Museum System (TMS).

### **Duties:**

- Assist with rehousing objects in the museum collection
- Assist with object inventory using the Museum System (TMS)
- Assist with records management and object data entry using the Museum System (TMS)

### **Experience/ Skills:**

- Excellent organizational skills
- Strong attention to detail
- Interest in museum collections management and registration

### **Preferred Major or Areas of Study:**

- Museum Studies

**In addition to the standard application materials, please provide your transcript and a letter of reference. Application deadline is April 29, 2016.**

## **Public Relations Intern**

The Walters public relations internship will introduce students to the business of public relations and offer them an opportunity to be involved in assisting with day-to-day activities. Interns will gain experience in media relations, internal communications, and community relations. Students will assist with public and media relations outreach for the exhibition, *Making Odd Ends Meet: The Art of Recycling in the Middle Ages* which opens June 28, 2016.

### **Duties:**

- Research and expand an online media contacts database
- Draft media advisories, pitch letters, and news releases
- Collect and report press coverage
- Compile press coverage reports including metrics

**Experience/ Skills:**

- Excellent written and verbal skills
- Proficient computer skills (Word, Excel, and PowerPoint)
- Strong business communication skills

**Preferred Major of Areas of Study:**

- Public Relations
- Communications
- Journalism
- Mass Media Arts
- English

**In addition to the standard application materials, please provide two letters of reference and two short writing samples. Application deadline is April 29, 2016.**

## **Rare Books and Manuscripts Intern**

This internship will support the Walters Art Museum Curatorial and Information Technology departments by helping to digitize our collection of French manuscripts. Intern will also assist with increasing the project's social media presence. This internship provides a great opportunity for students pursuing a curatorial or book studies career path.

**Duties:**

- Aid in the digitization of the museum's extensive collection of French Manuscripts, including writing catalog entries for manuscripts and updating bibliographical information
- Assist curator in creating object lists for upcoming exhibitions; conduct research on objects; and write didactics
- Perform general rare book room duties, including preparing books for display to visiting scholars and updating curatorial files

**Experience/ Skills:**

- Must be detail oriented; strong written communication skills and an understanding of the book as an object
- Experience handling fragile archival materials and historic documents is desirable; working with medieval manuscripts and printed rare books is a delicate task
- Foreign language reading knowledge a plus

**Preferred Major or Areas of Study:**

- Art History
- Medieval Studies
- Book Arts/ Codicology
- Historical Bibliography
- Museum Studies
- History

**In addition to the standard application materials, please provide your transcript and two letters of reference. Application deadline is April 29, 2016.**

**Family Programs Intern**

The Family Programs Intern will work as part of the Family & Community Programs Department to assist the Head of Family & Community Programs and Sr. Education Coordinators on upcoming programming and interpretation for families. The Family Programs Intern will assist with the planning and implementation of upcoming Drop-In Art Activities.

**Duties:**

- Assist with the planning of weekly Drop-In Art Activities by researching the collection, developing art activities, writing lesson plans, preparing materials, and creating exemplars of projects
- Assist with the planning of family festivals by researching the collection and exhibitions, developing art activities, writing lesson plans and other duties
- Assist with Summer Camp as needed

**Experience/Skills:**

- Excellent written and communication skills, including the ability to create lesson plans and write for a multi-generational audience
- Strong organization and time management skills required
- Fine arts studio experience preferred, demonstrating an understanding of various art materials and techniques
- Hands-on art education experience in formal or informal education environments preferred
- Museum experience desired
- Flexible team player with the ability to work independently

**Preferred Major or Areas of Study:**

- Fine Arts
- Art History

**In addition to the standard application materials, please provide a writing sample.  
Application deadline is April 29, 2016.**

**Summer Camp Intern**

The Summer Camp Intern will work as part of the Family & Community Programs Department to assist the Head of Family & Community Programs and Sr. Education Coordinators on upcoming programming and interpretation for families. The Summer Camp Intern will assist with the planning and facilitation of summer camp events and activities at the museum.

**Duties:**

- Assist with the preparation for summer camp open house, which includes creating a Drop-In Art activity for camp participants
- Coordinate with summer camp teachers to review and edit lesson plans
- Provide daily support for summer camp coordinator and teachers
- Assist with summer camp administrative tasks and preparation including, managing supply lists and inventory

**Experience/ Skills:**

- Excellent written and communication skills, including the ability to create lesson plans and write for a multi-generational audience
- Fine arts studio experience preferred, demonstrating an understanding of various art materials and techniques
- Hands-on art education experience in formal or informal education environments preferred
- Museum experience desired
- Strong organization and time management skills required
- Flexible team player with the ability to work independently

**Preferred Major or Areas of Study:**

- Fine Arts
- Art History

**In addition to the standard application materials, please provide a writing sample.  
Application deadline is April 29, 2016.**