

REFERENCE INTERNSHIP OPPORTUNITIES IN THE VISUAL ARTS FALL SEMESTER 2010

NAME OF STUDENT REQUESTING REFERENCE _____

The above student is applying for an internship at an art museum or similar institution. Internships are awarded on a competitive basis. The intern is expected to devote 15 hours per week for one semester, and the internship may be renewable for a second semester. Students are asked to request letters of reference as part of their application. To aid in the awards selection process, please rate the student in the categories below. Although it is optional, the scholarship selection committee has found it easier to assess a student's application when references provide written comments. Written comments may be provided on a separate sheet and attached to this form.

You may send your reference to Terry Suhre, Gallery 210, 44 East Drive, TCC, UM-St. Louis, One University Blvd, St. Louis, MO 63121. Email references are acceptable. Please address email references to: suhret@umsl.edu. Thank you for your assistance.

What is your relationship to the applicant?

_____Teacher/Professor _____Employer/Supervisor

_____Other (please state) _____

How would you rate the student on the following?

	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO COMMENT
1. Scholarly abilities	4	3	2	1	
2. Self motivation	4	3	2	1	
3. Sense of responsibility	4	3	2	1	
4. Ability to organize and express ideas clearly	4	3	2	1	
5. Professional interests match museum internship	4	3	2	1	

_____ PLEASE CHECK IF YOU ARE ATTACHING COMMENTS

SIGNATURE _____ **DATE** _____

PLEASE PRINT NAME _____

PLACE OF EMPLOYMENT _____

POSITION OR TITLE _____

PHONE _____

EMAIL _____

Please return the completed reference to Terry Suhre, Gallery 210, 44 East Drive TCC, UMSL, St. Louis, MO 63121. Thank you.

REFERENCE DEADLINE IS 5:00 PM, FRIDAY, FEBRUARY 26, 2010

DESCRIPTIONS **INTERNSHIP OPPORTUNITIES** IN THE **VISUAL ARTS** FALL SEMESTER 2010

SAINT LOUIS ART MUSEUM INTERNSHIP POSITIONS

CURATORIAL Work with curators engaged in research and administrative tasks related to exhibition planning and collections management.

HONORS CURATORIAL RESEARCH Work with curators in tasks related to exhibition planning and collections management; strong emphasis on research and writing.

LAUMEIER SCULPTURE PARK INTERNSHIP POSITIONS

PUBLIC RELATIONS Designed to give the student a better understanding of the many ways a museum reaches out to its public and encourages the participation and attendance of the community. The intern will assist in the creation and distribution of press releases, be involved in the planning and implementation of community events and exhibitions, and attend community meetings.

CURATORIAL/COLLECTIONS Designed to give the student a broad overview of the research and planning involved in managing and exhibiting this unique institution's collections. The intern will participate broadly in all areas of the museum: exhibition planning and preparation, researching the collection, managing the collection database, working with visiting artists, and assisting with related educational programming.

EXHIBIT PREPARATION, INSTALLATION & MAINTENANCE A hands-on position designed to give the student a thorough knowledge of the unique issues surrounding the installation, display, and maintenance of large-scale works of art. The intern will work both indoors and outdoors, handling works of art, preparing the gallery and outdoor sites for installation, assisting with the installation of exhibits, maintaining and cleaning outdoor sculptures, and assisting with conservation projects. This position may be extended into the summer, subject to review and availability.

ST. LOUIS ARTISTS' GUILD INTERNSHIP POSITIONS

ADMINISTRATIVE Work on a variety of projects including exhibit coordination, outreach, education, promotion, the Guild's website, database maintenance, and volunteer development. Learn how an arts organization plans and administers programs and exhibitions.

CONTEMPORARY ART MUSEUM ST. LOUIS INTERNSHIP POSITIONS

PUBLIC RELATIONS/ MARKETING The Contemporary seeks a Public Relations/Marketing intern at the undergraduate level studying in the area of public relations, marketing, communications, or a related field who is highly organized, motivated, detail-oriented, and has excellent written and verbal communication skills. Tasks may include, but are not limited to, assisting with event organization, updating and researching online communications, writing and editing, completing mailings, conducting various research projects, and the upkeep of press files. It will be important for the person in this position to be available on some nights and weekends in order to attend Contemporary events. The person in this position must be able to multi-task and handle multiple projects in a fast paced environment. Knowledge of Microsoft Word and Excel is required. The knowledge or interest in nonprofit arts organizations and museums is a plus.

EDUCATION PROGRAMS Education Interns will gain experience planning, teaching, and evaluating education programs, as well as assist with the production of educational materials and presentations, distribution of education materials, and documentation of public programs. The education intern will assist with instruction in *New Art in the Neighborhood* (the Saturday studio program for teens), provide weekday tours for school groups, and assist with school outreach. They will also assist with the planning and production of *Family Day* events, the family gallery guide, and the development of exhibition-related activities. The education intern will assist with general administrative tasks related to the Education Department such as copying, filing, data entry, and mailings. Good communication and writing skills, and knowledge of Microsoft Word and Excel, are required. The ideal candidate is creative, organized, has excellent communication and time management skills, and has some experience working with teens or families and the public. Fifteen hours per week is required, five hours each Saturday for twelve consecutive weeks, plus ten hours during the week.

GALLERY 210

CURATORIAL This internship focuses on working directly with the Gallery Director on outreach, publicity, programs, and workshops. Includes an assignment to curate one exhibition within the gallery.

EDUCATION/OUTREACH This internship focuses on working directly with the director on outreach, publicity, programs, and workshops.

COMMUNITY INTERNSHIP OPPORTUNITIES IN THE VISUAL ARTS

OFFERED THROUGH THE ART AND ART HISTORY DEPARTMENT OF THE
UNIVERSITY OF MISSOURI—ST. LOUIS

MISSION STATEMENT The mission of the UMSL Internships offered through the Art and Art History Department is to enhance the educational opportunities and experiences of students and support the University's commitment to community partnerships. Internships provide college juniors and seniors majoring in art history, art education, and studio art with valuable, real-world work experience in their respective fields.

FALL SEMESTER 2010 ELIGIBILITY REQUIREMENTS

Student must be enrolled in a minimum of 12 credit hours the semester of the internship. Student must be seeking a BA or BFA in the Department of Art and Art History at UMSL.

INTERNSHIPS AVAILABLE

ST. LOUIS ART MUSEUM—Curatorial

ST. LOUIS ART MUSEUM—Honors Curatorial

LAUMEIER SCULPTURE PARK—Public Relations

LAUMEIER SCULPTURE PARK—Curatorial/Collections

LAUMEIER SCULPTURE PARK—Exhibit Preparations, Installation & Maintenance

ST. LOUIS ARTISTS' GUILD—Administrative

CONTEMPORARY ART MUSEUM—Public Relations/Marketing

CONTEMPORARY ART MUSEUM—Education Programs

GALLERY 210—Curatorial

GALLERY 210—Education/Outreach

Must work 15 hours per week as an intern

May receive 3 hours of college credit (available with permission)

PICK UP AN APPLICATION AND FACULTY REFERENCE

FORMS at the following locations: Gallery 210, 201 Fine Arts Building, Honors College Office, Lucas Hall 506 or online

Questions? Contact Terry Suhre at 516-5952 or suhret@umsl.edu

APPLICATION DEADLINE IS 5:00 PM, FRIDAY, FEBRUARY 26, 2010

INSTRUCTIONS **INTERNSHIP OPPORTUNITIES** IN THE **VISUAL ARTS** FALL SEMESTER 2010

AWARDS PROCESS A faculty committee and representatives from each of the intern sites will review applications. Site representatives have the right to interview candidates before final selections are confirmed. Notification letters will be mailed to all applicants on or before April 16, 2010.

SUBMIT AN ENVELOPE CONTAINING THE FOLLOWING MATERIALS.
Use paper clips to group materials. **Please** do not use staples.

- 1.** A two to three-page **cover letter** outlining your academic and professional interests and experience. Your letter must also address why you believe you would benefit from an internship and why your interests and skills are particularly suited to the internship(s) to which you are applying.
- 2.** This completed **application** form (detach at dotted line).
- 3.** A student copy of your **transcript** You must make your request for a transcript at the Records & Transcripts Office 351 Millennium Student Center 314-516-5676 or go to <http://www.umsl.edu/~registration/student/transcripts.htm>
- 4.** Two faculty **reference** forms. At least one of these references must be from an UMSL faculty member. Faculty members may send their references directly to Terry Suhre, Gallery 210, 44 East Drive, TCC, UM-St. Louis, One University Blvd., St. Louis, MO 63121, Email references are acceptable if sent directly from the faculty member. Email references should be sent to: suhret@umsl.edu
- 5. Submit** application folder (and direct inquiries) to:
Terry Suhre
GALLERY 210
44 East Drive, TCC
University of Missouri-St. Louis
One University Drive
St. Louis, MO 63121
suhret@umsl.edu.

Applications and faculty recommendation forms are available in Gallery 210, 201 FAB, 506 Lucas Hall, or the Honors College office and at the Gallery 210 website address: umsl.edu/~gallery/ and on the Art and Art History website address: umsl.edu/~art/. LATE AND/ OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICATION DEADLINE IS 5:00 PM, FRIDAY, FEBRUARY 26, 2010



APPLICATION **INTERNSHIP OPPORTUNITIES** IN THE **VISUAL ARTS** FALL SEMESTER 2010

TYPE OR PRINT CLEARLY

NAME _____

UMSL STUDENT NUMBER _____

CURRENT MAILING ADDRESS _____

CITY/STATE/ZIP _____

CURRENT TELEPHONE NUMBER _____

E-MAIL ADDRESS _____

MAJOR ENROLLED IN HONORS COLLEGE ART HISTORY
 STUDIO ART ART EDUCATION

RANK SENIOR JUNIOR

WHICH INTERNSHIP ARE YOU APPLYING FOR? You may apply for more than one internship. Please indicate 1st, 2nd and 3rd choices. See the attached sheet for eligibility requirements and position descriptions.

- _____ Art Museum Curatorial
- _____ Art Museum Honors Curatorial Research
- _____ Laumeier Sculpture Park Public Relations
- _____ Laumeier Sculpture Curatorial/ Collections
- _____ Laumeier Sculpture Exhibit Preparation, Installation and Maintenance
- _____ St. Louis Artists' Guild Administrative
- _____ Contemporary Art Museum Education Programs
- _____ Contemporary Art Museum Public Relations/ Marketing
- _____ Gallery 210 Curatorial
- _____ Gallery 210 Education/Outreach

List **two** individuals from whom you are requesting a reference. At least one reference **must** be from an UMSL faculty member.

APPLICATION DEADLINE IS 5:00 PM, FRIDAY, FEBRUARY 26 , 2010