Palmer Museum of Art
Undergraduate Internship Project Description

Title of Internship: Gallery Interpretation & Digital Content Internship

Dates of Assistantship: Ongoing project, offered every term/year

Hours per week: 8-10 hours per week

Schedule: Shifts can be flexible, depending on class schedules, but applicants must be available between 9am-4:30pm weekdays and some evenings/weekends. It is preferred that this intern can include Monday mornings, 10:00 a.m. – noon in their work schedule.

Staff Supervisor: Brandi Breslin, museum educator

Brief Description of Assistantship:
The Gallery Interpretation intern will work with the Palmer Museum of Art’s museum educator to research, implement, and/or support a variety of interpretation plans, including interpretive text, digital content, guided tours, and public programs. This intern will also work closely with the museum educator to develop exhibition and collection-related trainings for docents (volunteer gallery educators).

Specific Duties:
• Undertake research and interpretation to gain an in-depth understanding of Palmer exhibitions, installations and works of art
• Create exhibition packets to support various roles and projects within the museum
• Participate in the development of printed gallery guides and/or reference materials
• Participate in the development of digital resources about selected works of art, for use by visitors in the museum galleries as well as online
• Assist with developing training programs and resources for museum volunteers
• Other duties as assigned. May include involvement in various programs at the museum.

Qualifications Needed:
• Coursework or experience in art interpretation
• Professional correspondence and strong verbal and written communication skills appropriate in representing the museum
• Experience with (or ability to learn) Creative Cloud software designed for creating video and audio files as well as other digital exhibition tools
• Research and creative problem-solving skills
• Professional attire and appearance, dependable and punctual
• Must be enthusiastic about creating a welcoming and accessible environment for all visitors

Learning Objectives for Intern
• Gain experience in museum practices and an understanding of the role of museum education
• Develop skills in research, interpretive planning, and project development
• Improve public speaking, visitor service, leadership and research/writing skills
• Develop professional skills in implementing programs to enhance understanding, enjoyment and engagement of artwork.