



PALMER MUSEUM OF ART

Spring 2023 Internships & Application Instructions

Internships during the Fall and Spring semesters at the Palmer Museum of Art are offered with the goal of providing educational and practical experience in a professional museum setting. Internships require a commitment of 8-10 hours per week. Exact work schedules follow the academic calendar and can be flexible to accommodate class needs. Schedules will be set with supervisors at the beginning of each semester. Some evening and weekend shifts may be required.

Application Deadline: November 14, 2022 (by 11:30 p.m.)

Application Instructions:

1. Review the project descriptions and requirements below.
2. Complete an [Application Form at this link](#). Use your Penn State login to access this form.
3. Upload your resume as part of the application, linked above. Have your file prepared (PDF preferred) and titled with this convention: Lastname_Firstname_resume
4. Recommendation – You will need one recommendation from a faculty member, academic advisor, or employment supervisor. Another undergraduate student cannot provide a recommendation for a fellow student, even if they have been an employment supervisor. (*Note: The recommendation requirement is waived for students who have previously held an internship position at the Palmer.) Share this link with your recommender and ask them to complete the brief form prior to the application deadline: [Intern Recommendation Form](#)

All applicants will be notified whether they are accepted by December 2, 2022. Prior to that, you may receive an email or phone call if an intern supervisor needs more information to make a decision. For questions about Palmer Museum internships, contact Brandi Breslin at bgb56@psu.edu.

Undergraduate interns may work with the Palmer in one of three methods:

- Qualify for hourly wages through Community Service Federal Work Study (CSFWS). To see if you would qualify for this funding, visit the Penn State CSFWS page at <https://sites.psu.edu/communityservicefws/about-us/>

- Course credit via internship – check with your academic advisor to see if your department allows credit for internships
- Volunteer – if you are not eligible for CSFWS or credit but still want to gain experience, you may work with us a volunteer intern

Qualifications Needed:

- Coursework or experience in art history, art education, studio art, or similar
- Strong verbal and written communication skills
- Research and creative problem-solving skills
- Ability to work independently and within a team
- Receptivity to feedback
- Must be enthusiastic about creating a welcoming and accessible environment for all visitors

General Objectives for Interns:

- Develop professional skills in a dynamic setting with a public-facing, education-focused, and art-centered institution
- Gain experience in museum practices and an understanding of the processes related to cross-departmental collaboration
- Develop skills in research, planning, and project development

Spring 2023 Internship Project Descriptions

Student Engagement Programs Internship

The Student Engagement Intern will work closely with the museum's education team to plan and implement programs designed for Penn State student audiences, especially Art After Hours which takes place one Thursday evening a month. This intern will undertake art research and interpretation and will develop related art-inspired activities for students both inside and outside the museum. This intern will also serve as part of the leadership team for the Palmer Student Ambassador volunteer program to include their participation for student engagement programs. Additional qualifications for this internship include strong research, writing, and organizational skills; ability to interact with museum audiences and lead public programs.

Visitor Experience Internship

The Visitor Experience Intern will work closely with the museum's education and visitor engagement team to welcome visitors and create and deliver programs, tours, art projects, and interactive museum experiences for a wide variety of visitors including students, families, and general public. This intern will serve as part of the leadership team for the Palmer Student Ambassador volunteer program and will organize communication and shifts for student participants. Additional qualifications for this internship include willingness and experience to speak and interact with museum audiences, and knowledge and experience with art processes and materials.

Marketing & Communications Internship

The Museum Marketing + Communications Intern will work with the museum's communications specialist to develop web-based and social media content and strategies, including creating, scheduling, and analyzing social media posts; expanding reach and engagement; submitting information to online community calendars; plus, some graphic design. The role also supports print and digital marketing efforts with photographing events and activities at the Palmer for use in communications. Additional skills and qualifications for this internship include familiarity with social media platforms, and proficiency with digital photography and photo editing software.

Preparator Internship

The Preparator Intern will work closely with preparators on daily tasks and duties to provide an overall experience of the department and its function within the Museum. Intern may be assigned a specific project based on the needs of the department. Duties will vary according to installation schedule, but may also include dry mounting and cutting labels, painting and constructing exhibition furniture, printing and mounting text panels, preparing art mounts for displays, etc. Some evening and weekend shifts may be necessary. Additional skills and qualifications for this internship include proficiency with hand tools and experience with Adobe Creative Cloud software.

Registration Internship

Registration Interns at the Palmer Museum of Art work closely with the Registrar to create documents and update information records about the museum's collections. Duties include taking accurate notes and measurements of artwork, transcribing artist signatures and inscriptions, making and processing digital image files, adding information to catalog forms, assisting with record-keeping and filing, and assisting with movement of art within the

museum. Additional skills and qualification required for this position include general art history knowledge, experience with Apple/Mac computers, and good research skills. Previous experience with using databases and Photoshop is preferred.