



## Spring 2024 Internships

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.

\*During Spring 2024, museum offices will be located in the new museum building at the Arboretum. Museum galleries will be closed to the public, but staff and interns will be hard at work preparing for the opening of the new museum.

### **Application Deadline: November 5, 2023 (by 11:30 p.m.)**

Application Instructions:

1. Review the project descriptions and requirements below.
2. Complete an [Application Form at this link](#). Login to your Penn State account in your browser 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 November 17, 2023. 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](mailto:bgb56@psu.edu).

Some internship positions are funded through endowments or grants. Interns in non-funded positions may work with the Palmer in one of three methods:

- Course credit via internship – you may register for 1, 2, or 3 credit hours, but the number of internship hours will remain the same (8-10 hours per week).
- Volunteer – if you do not need credit but still want to gain experience, you may work with us a volunteer intern; the same requirements for time commitment and level of participation is expected.
- Some students are able to qualify for the Community Service Federal Work Study (CSFWS), which will pay hourly wages. To see if you would qualify for this funding, visit the Penn State CSFWS page at <https://sites.psu.edu/communityservicefws/about-us/>

#### 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 2024 Internship Project Descriptions**

### **Curatorial**

Curatorial interns will work closely with museum curators to assist with collection research, exhibition planning, and interpretation of works of art. Students may also work on ongoing department projects and administration such as organizing exhibition records, maintaining the research library, and reviewing information in the collections management database. Strong research and writing skills are required. Applicants should have established success in 300 or 400-level Art History, History, or other relevant courses.

### **Education**

Education interns work closely with museum educators on a variety of projects including: researching and interpreting the collection, developing innovative programs for a variety of audiences, creating printed and digital resources, and producing art-inspired activities and gallery interactions. Students may also assist with outreach programs and participate in ongoing department projects and administration such as audience surveys, program evaluation, and program records/manuals. Applicants should have strong research, writing, and creative thinking skills.

### **Communications and Video Production Internship**

The Communications and Video Production Intern will work closely with the museum's marketing and communications team to produce, design, and edit content to virtually engage the Palmer's diverse communities. This intern will collaborate with the Interpretation and Engagement Intern to produce biweekly video content about works of art and artists in the museum's collection, as well as community, student, and staff perspectives on art, their history with the Palmer, and the roles and responsibilities of museums. Other responsibilities may include assisting with select outreach programs hosted by the museum throughout the semester. Additional qualifications for this internship include familiarity with social media platforms and proficiency with digital photography, videography, video editing software, and Adobe Creative Suite.

### **Interpretation and Engagement Internship**

The Interpretation and Engagement Intern will work closely with the museum's education and visitor engagement team to conduct collections research and create content to virtually engage the Palmer's diverse communities. This intern will collaborate with the Video Production and Communications Intern to research, write, and produce content for biweekly videos about works of art and artists in the museum's collection, as well as community, student, and staff perspectives on art, their history with the Palmer, and the roles and responsibilities of museums. Other responsibilities may include assisting with select outreach programs hosted by the museum throughout the semester. Additional qualifications for this internship include strong research, writing, and organizational skills; ability to tailor language and content to engage with a diversity of audiences.

### **Visitor Experience & Accessibility Internship**

The Visitor Experience & Accessibility Intern will work closely with the museum's visitor engagement team to research best practices and craft resources and interactive museum experiences for a wide variety of visitors, with emphasis given to underserved audiences. Projects may include developing sensory maps, creating audio and/or touch

materials, writing visual descriptions of works of art, and producing accessible content for web and social media. Students may also assist with outreach programs and participate in ongoing museum projects and administration such as audience surveys, training manuals, records management. Candidates with interest or experience working with the disabled community are encouraged to apply. Customer service experience and/or a knowledge of visual arts are welcomed.

### **Preparator Internship**

Preparator Interns work closely with preparation department staff to design and prepare the gallery and art storage needs of the museum. Specific projects and duties will vary according to the installation schedule and the museum's move to the new building, but may include assisting with art handling, preparing storage and display spaces, painting and constructing exhibition furniture and mounts, dry mounting and cutting labels, preparing vinyl lettering for signage, printing and mounting text panels, etc. Interns will gain experience and knowledge in art handling, matting and framing techniques, painting, carpentry and other museum preparation skills. Additional skills and qualifications for this internship include strong attention to detail, problem-solving skills, and proficiency with hand tools.

### **Registration Internship**

Registration Interns at the Palmer Museum of Art work closely with the Assistant Registrar to plan, organize, and provide appropriate housing for the museum's collections within the 3D and works on paper vaults. Interns may also assist with other registration projects as needed, which may include creating documents and updating records about the museum's collection. 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 the movement of art within the museum. Additional skills and qualifications required for this position include general art history knowledge and good research skills. Previous experience with using databases and Photoshop/Lightroom is preferred.

### **Gallery Teaching Program Internship**

The Palmer is recruiting up to two Gallery Teaching Program interns for the 2024 spring semester. As a part of the museum's education team, the Gallery Teaching Program Interns will assist with curriculum development and production to support in-gallery teaching and experiential learning opportunities at the museum. The interns will work closely with museum educators to organize and implement in-person workshop sessions for faculty and museum guides and contribute to a variety of digital tools and resources that will be available on-demand, including webpages, collection database modules, and short, instructional videos. Other responsibilities may include assisting with select outreach programs hosted by the museum throughout the semester.

Additional qualifications for this internship include strong research, writing, and organizational skills, especially in the visual arts; ability to tailor language and content to engage with a diversity of audiences; experience developing educational materials and

programs, including video and web-based programs. Prior teaching experience and/or coursework in Education are preferred but not required.

Gallery Teaching Program Internships are paid positions at \$15 per hour. Interns will work 8-18 hours per week for fifteen weeks, January 8-April 29, with the potential to extend through May 31, 2024. These internships are made possible through the Rusinko Kakos Culture Change Grant in the College of Arts and Architecture.