



## Internship Instructions + Project Descriptions Spring 2025

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: Monday, October 28, 2024, 11:59 p.m.**

### Application Instructions:

1. Review the project descriptions and requirements below, as well as [cover letter and resume tips for museum internship applications](#).
2. Complete an Application Form at this link: <https://forms.office.com/r/h4s2my5Nk9>
  - a. Login to your Penn State account in your browser to access this form.
3. Upload your resume as part of the application, linked above.
  - a. 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.
  - a. **\*Note:** The recommendation requirement is waived for students who have previously held an internship position at the Palmer or served as a Palmer Student Ambassador.
  - b. Share the following link with your recommender and ask them to complete the brief form prior to the deadline: <https://forms.office.com/r/s0R9FUMkhT>

All applicants will be notified whether they are accepted by November 20, 2024. Prior to that, you may receive an email or phone call if an intern supervisor needs more information. For any questions about the internship program, contact Keri Mongelluzzo, Educator for Academic Engagement and Access, at [klm556@psu.edu](mailto:klm556@psu.edu).

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

- Hourly wages:
  - Qualify Community Service Federal Work Study (CSFWS). To see if you would qualify for this funding, visit the Penn State CSFWS page: <https://sites.psu.edu/communityservicefws/about-us/>
  - Be selected as intern for grant-funded projects (Art Bridges Programs + Engagement)
- Course credit via internship
  - Number of credit hours and particular course numbers depend on the home department
  - Register for internship credit through your home department/major or art history/museum studies
- Volunteer
  - If you do not need credit and are not eligible for CSFWS but still want to gain experience, you may work with us as a volunteer intern
  - The same requirements for time commitment and level of participation is expected

### **Qualifications Needed:**

- 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

## Internship Project Descriptions

### Art + Wellness Internship

The Art + Wellness intern works at the museum under the supervision and mentorship of both the museum's director of education and the College of Arts and Architecture's Creative Arts Therapies faculty to assist with planning and facilitation of a variety of wellness-based museum programs, including creative studio sessions, yoga classes, art and meditation/mindfulness, and related printed or virtual resources and online engagement opportunities. Interest or experience with therapeutic arts practices is preferred.

***\*\*\*This position requires availability on Wednesdays, 11:30am–1:30pm, plus four Thursday evenings, 5–8pm (1/23, 2/20, 3/20, 4/24).***

### Creative-in-Residence Internship

Creative-in-Residence interns activate works of art on view through dance, music, or other performance-based media. Students will collaborate with museum educators to develop original, creative responses to works of art to be performed during public programs at the museum and shared with our audiences virtually. Creative response projects will include research into collection objects, designing, composing, choreographing, or writing one or more creative works, potentially assembling a team of performers, and performing the creative work(s) in the galleries.

### Curatorial Internship

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.

***\*\*\*This position has been filled for Spring 2025, but recruitment for the position will take place in future semesters.***

### Education – Art Bridges Programs and Engagement Internship [funded, \$15/hr]

The Art Bridges Programs and Engagement internship is focused on museum-wide programs, visitor engagement, and administration for projects related to Art Bridges Foundation support. This intern will: participate in developing educational content related to the original exhibition *Made in PA*; assist with presenting public programs for a variety of audiences, including family/community day, Art After Hours, creative studio, children's programs, and more; and support visitor engagement projects and audience surveys. This position may also participate in ongoing curatorial research, collections management,

exhibition planning, and public programs, as well as assist with various projects related to the museum's reopening activities in the new building at the Arboretum. Strong written and verbal communication skills; experience with art interpretation and art making; ability to address groups of people, provide instructions, and lead activities; excellent organizational skills; attention to detail and accuracy; ability to work independently and as part of a team; proficiency with Office365. **This is a funded internship, \$15 per hour, and requires eligibility to work in the U.S.** This internship is made possible by the Art Bridges Foundation, Made in PA project. Candidates must be in their third or fourth year.

Preference will be given to students who have previously worked at the Palmer as an intern or Palmer Student Ambassador. *Selected Art Bridges internship candidates will need to submit an application through the PSU jobs site in order to process hiring.*

***\*\*\*This position requires availability on Thursday evenings and occasional Saturdays (Feb. 22, Mar. 29, April 5)***

### **Education – Exploration Gallery Internship**

This intern will work closely with the museum's Education and Preparation teams to develop hands-on, interactive experiences available to museum visitors in the Exploration Gallery, such as puzzles featuring images from the museum collection, a texture/sensory wall, and opportunities for visitor comments/discussion. Creativity and problem-solving is essential, along with experience and knowledge with art, fine crafts, making, or tinkering, as interactive displays often require design and construction with wood or other durable materials.

### **Education – Museum Guide Internship**

Museum Guide interns work closely with the education team to facilitate connections between people of all backgrounds and experiences and works of art on view. In-depth knowledge of art and art history is not necessary. Interns will conduct discussion-based tours featuring experiential learning opportunities and provide a welcoming, inclusive environment. Additional qualifications include effective verbal communication skills and comfortability with speaking to small and large groups of people of all ages and backgrounds, including varying levels of interest and knowledge of art and art history.

***\*\*\*This position requires availability on Tuesdays, 2–4pm for weekly guide training and practice.***

### **Education – Program Operations Intern**

This intern will work closely with the museum's Education team to plan, organize, and present a variety of programs and department goals. Projects will include: contribute to developing ideas and content for future programs; participate in marketing strategies to reach new audiences; organize program/tour calendars and assist with scheduling; participate in program evaluation and data tracking/analysis. Ideal candidates will have strong organizational skills and attention to detail.

### **Education – Student Engagement Internship**

Student Engagement interns 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 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.

***\*\*\*This position requires availability on Thursdays from 3:30–5:00pm and select Thursday evenings from 5:00–8:00pm (1/30, 2/27, 3/27, and 4/24).***

### **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 work closely with the Registrar and Assistant Registrar to take inventory of the museum's collections within the 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 using databases and Photoshop/Lightroom is preferred.

### **Social Media – Communications + Video Production Internship**

The Social Media Communications and Video Production intern will work closely with the museum's social media team to produce, design, and edit content to virtually engage the

Palmer's diverse communities. This intern will collaborate with the Social Media 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.

### **Social Media – Interpretation + Engagement Internship**

The Social Media Interpretation and Engagement intern will work closely with the museum's social media 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.