



Fall 2017 Internship Opportunities Reynolda House Museum of American Art

During the fall, Reynolda House Museum of American Art will offer internships in several departments. All interns learn about the historical home of R. J. and Katharine Smith Reynolds and its collection of American Art, decorative art and the historic estate while generally exploring the operations of museums. All internships are unpaid unless otherwise noted.

Offerings for Fall 2017

- Semester-long [Education Internship](#)
- Semester-long [Membership and Development Internship](#)

To apply

Interested students should carefully review the requirements for each internship and follow any application instructions particular to the department to which they are applying. Students may apply to more than one department with one application. All applicants should submit the following:

1. The Semester Internship Application Form, available on our website.
2. A written statement including any prior museum experiences and what you hope to accomplish in terms of your career goals from a RHMAA internship.
3. A resume or curriculum vitae, including previous experience as well as skills (foreign languages, technology, etc.) and relevant extracurricular activities.
4. Any other materials requested by the internship in question, which may include a letter of recommendation from your Faculty advisor. This may be sent separately from the application; email is acceptable. If required, the application is not considered complete until this faculty letter of recommendation is received.

Academic Credit

Students may be eligible to receive academic credit for internships, subject to college/university approval. Accepted students are responsible for making arrangements, providing necessary forms and materials to the internship supervisor, and communicating all requirements of their schools to ensure that the internship structure fulfills these academic requirements.

All internships are unpaid unless otherwise stated.



Education Department

Requirements

Applicants must:

- be a matriculated undergraduate student
- have completed at least two semesters of college work (including courses in art history, history, studio art, or American Studies)
- have a strong interest in learning about American culture and museum education
- have an ability to communicate well with the public

Time Commitment

- Available 8-10 hours per week, Tuesday-Friday
- Ideally have at least two mornings available per week
- **Must have at least** one Tuesday, Wednesday or Thursday morning from 9-11 a.m. available.

Fall/Spring Semester Internship Description

The Education Department internship serves both as an introduction to museums and a more in-depth exploration of the work of a museum education department. Interns in the education department will:

- Become familiar with and assist in the daily operation of the education & program departments. This includes assisting with studio art activities during school and community field trips, family programs, and community festivals as need and availability permits.
- Undertake a research project about a selected artwork in the collection, correlating it with literature and music of the same historical period. This research will culminate in a short paper and public presentation.
- Accompany and eventually lead tours of the art collection and historic house for a range of museum visitors. This includes learning how to engage visitors in conversation about artworks and share information about the historic house.
- Read required texts about the museum and American art to research and learn tour content.
- Prepare for a potential career in museums by conducting interviews with staff in various departments
- Undertake a special project if time permits.

To Apply

Complete Semester Internship Application Form, available on the website, and submit as indicated along with required materials (written statement, resume or C.V., and faculty recommendation).



Development Internship

The development department is an essential one in any museum. As the fundraising arm of Reynolda House, the development department handles Museum memberships, grant applications, exhibition and program sponsorships, and more. Development interns gain an understanding of the operations of a development office along with key office skills necessary in any museum position.

Requirements

Applicants must:

- Be a current undergraduate or graduate student
- Demonstrate proficiency with Microsoft Office (mostly Excel and Word)
- Communicate confidently and clearly in writing, in person, and on the phone
- Take confidentiality of donor information seriously
- Have a strong interest in learning about fundraising, membership, and/or the business side of the Museum world
- Be able and willing to work some nights and weekends at events
- Be resourceful and enthusiastic!

Strong candidates will also demonstrate:

- Writing skills (from formal letter writing to short, punchy promotional blurbs)
- Interest in or experience with research and reporting
- An eye for detail and a strong, thorough work ethic
- Creativity, energy, and enthusiasm for the Museum

Time Commitment

Approximately 8-10 hours per week with flexible date range between January and May, May and August, or August and December (depending on the semester). If seeking academic credit, the time commitment will depend on college requirements, which the intern is required to track. Most interns elect to work 2-3 days per week with a 10 a.m. start time.

Internship Description

Interns in the membership and development department will have varied and exciting experiences in a fast-paced, high-energy environment. Work duties and projects will be tailored to the interests and experience of each intern and may include the following:

- Brainstorming and planning of events and programs with a membership focus/angle
- Helping with greeting and check-in at membership events
- Developing content for member communications (emails, inserts, invitations, etc.)
- Editing and offering thoughtful feedback on current materials and processes
- Learning the steps of gift processing and the software behind it

- Participating in the assembling and mailing of renewal notices and special event invitations
- Assisting the Grants and Stewardship Manager with specific grants, research, and updates
- Assisting with development of fundraising strategies for upcoming exhibitions
- Researching current and potential donor opportunities
- All interns will support the day-to-day operations of the office and complete additional special projects under the direction and encouragement of Development Department staff.

To Apply

Complete internship application form, available on the website, and submit as indicated along with required materials (written statement, resume or CV, and faculty recommendation).