



NOYES
MUSEUM OF ART
STOCKTON UNIVERSITY

Internship Opportunities

Internships

The Noyes Museum of Art of Stockton University is an exciting learning environment that offers participatory exhibits, cultural celebrations, and innovative programs in the arts.

Interns

Interns work in their area of interest, and are offered a chance to make real and important contributions to the museum while gaining valuable experience in a dynamic work environment. The Noyes Museum of Art is seeking interns who are energetic, enthusiastic, and self-motivated. The Museum accepts students from qualified academic institutions in the United States and abroad for unpaid positions. Some students arrange for academic credit.

Internship Objectives

The Museum's objective is to provide interns with a meaningful educational experience where they can gain firsthand practical knowledge of the museum field and arts administration. This program is structured to provide opportunities to learn about all aspects of museum operations, to work on a meaningful project and to pursue educational goals and career plans.

Selection Process

Interested candidates must fill out the online application and email or mail it to Saskia Schmidt, Director of Education. After receipt of the application, candidates of interest will be contacted to schedule an appointment for either a telephone or on-site interview. Upon acceptance to the internship program, interns will receive information outlining their start and end dates, hours of work and specific responsibilities. If applying for academic credit, interns must have a separate agreement with a specific educational institution for which the intern is responsible.

Internship Information

Depending on the project, internships can last from two months to one year, with exceptions for specific January and summer term projects. Interns are expected to work a minimum of 7 hours per week, with a set schedule, although they will need to be flexible. Some evening and weekend hours are required. Interns are encouraged to attend monthly events and activities outside of their project responsibilities.



Potential Projects

In addition to working on an intensive project, interns can rotate through the different departments of the Noyes Museum at Kramer Hall (Hammonton), the Arts Garage of Stockton University (Atlantic City), or the Noyes Shop (Hammonton) becoming acquainted with the general functions and operations of the Noyes. Noyes Museum staff are responsible for supervising interns, assigning and overseeing tasks, and acting as a liaison for interns with other members of the Noyes organization.

Education

Assist with planning & implementation of art classes for adults and children
Research for exhibition guides
Train to become a museum guide, leading school tours
Assist with organizing & implementation of museum guide training sessions
Develop evaluation surveys
Additional programs: children's activities, special event projects, teacher workshops, and assistance with the "Young at Art" gallery

Curatorial

Research for exhibitions
Assist with installation and dismantling of exhibitions including: packing/unpacking, hanging of signage, movement of artwork within the galleries, spackling and painting
Preparation of labels, checklists, price lists
Completing paperwork including receipts, loan agreements, and condition reports
Cataloguing museum image collection

Collections

Maintaining and updating collection accession and catalog information
Inventory and condition reports for collection objects in storage, collections care projects such as: record photography, clerical/research assistance
Updating of Artist Resource File including digital images, slides, resumes

Public Relations

Assist with social networking site maintenance
Research media outlet opportunities
Draft press releases for upcoming exhibitions, programs, and events
Organize and maintain digital images
Maintain publicity records

Hospitality

Serve as Hospitality Assistant for Noyes events, such as openings, facility rentals, and special events
Provide on-site and off-site assistance and support to Noyes management during events
Assist in planning and coordination of events (food and beverage services, registration, support materials, evaluation processes, promotions, etc.)
Assist with office and front desk support (phone, mail, communications)



NOYES
MUSEUM OF ART
STOCKTON UNIVERSITY

Internship Application: 2016-2017

Specify Internship Program for which you are applying:

_____ Spring 2016
Deadline 1/15/16

_____ Summer 2016
Deadline 6/1/16

_____ Fall 2016
Deadline 9/30/16

_____ Spring 2017
Deadline 1/30/17

_____ Summer 2017
Deadline 6/1/17

_____ Fall 2017
Deadline 8/30/17

Last Name

First Name

Home Address

E-mail Address

Phone Number(s)

College/University

Major/Minor

Graduation Date

Graduate School

Major/Minor

Graduation Date

Are you legally eligible to work in the United States during the internship term?

_____ Yes

_____ I will require visa sponsorship

Will you be receiving academic credit for this internship? _____ Yes _____ No

Check your area(s) of interest (if more than one, number in order of priority):

_____ Education

_____ Curatorial

_____ Arts Administration

_____ Collections

_____ Public Relations

_____ Hospitality



NOYES
 MUSEUM OF ART
 STOCKTON UNIVERSITY

The following essay should be between 300-500 words. (Attach a separate sheet to application)

Why are you interested in participating in an internship at the Noyes Museum of Art?

Availability (Interns must work at least 7 hours per week with a set schedule):

Hours - Kramer Hall: Mon. – Fri. 10am–4:30pm, Arts Garage: Wed.-Sat.:11am-7pm, Sun. 11am-5pm

_____ Sunday _____ Monday _____ Tuesday _____ Wednesday
 _____ Thursday _____ Friday _____ Saturday

References:

Name	Phone Number	E-mail Address	Relationship
------	--------------	----------------	--------------

Name	Phone Number	E-mail Address	Relationship
------	--------------	----------------	--------------

Name	Phone Number	E-mail Address	Relationship
------	--------------	----------------	--------------

Advisor or head of your department:

Name	Phone Number	Office Address
------	--------------	----------------

Email Address

How did you learn about this program (check all that apply)?

_____ Noyes Website _____ Visit to the Noyes _____ College/University
 _____ Former Noyes Intern _____ Other (please specify) _____

Please e-mail or mail your application, a letter of recommendation and resumé to:

Attn.: Saskia Schmidt, Director of Education
 The Noyes Museum of Art of Stockton University
 Kramer Hall
 30 Front Street
 Hammonton, NJ 08037
 609.652.1776 x5200
education@noyesmuseum.org