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## For College and University Students: Internship Opportunities 2018 - 2019

**Contact: Saskia Schmidt, Director of Education**  
[Saskia.Schmidt@Stockton.edu](mailto:Saskia.Schmidt@Stockton.edu)  
**609.652.1776 x5200**

Interns will work at the Noyes Museum at Kramer Hall (Hammonton) and the Arts Garage (Atlantic City). Assignments may include installation and de-installation of exhibitions; researching and writing about artists; working with digital collection database and archives; creating exhibition materials; event planning; docent training; marketing; social media; framing and sales. Students should have a faculty sponsor/academic advisor for the internship. Interns will keep a journal, write a research paper, and make a final presentation.

### **Internships**

The Noyes Museum of Art of Stockton University presents exciting exhibitions, cultural events, and innovative programs in the arts. The museum is currently accepting internship applications for summer, fall and spring 2018-2019 positions. Interns acquire valuable, hands-on experience in the museum field, working closely with our professional staff in a dynamic work environment. Students gain knowledge about various aspects of museum work such as: administration, curatorial work, development, education, hospitality, marketing, public relations, and planning special events and community programs. Interns work in their area of interest and are offered a chance to make real contributions to the museum. This is an unpaid position.

### **Internship Objectives**

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

### **Selection Process**

The Museum accepts students with a minimum GPA of 3.0. Interested candidates must fill out the application and email or mail it to Saskia Schmidt, Director of Education at [Saskia.Schmidt@stockton.edu](mailto:Saskia.Schmidt@stockton.edu). 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 responsibilities.

### **Internship Information**

Internships can last from four 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.



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## Potential Projects

In addition to working on an intensive project, interns will work on different assignments at the Noyes Museum at Kramer Hall (Hammonton), and the Noyes Arts Garage of Stockton University (Atlantic City), becoming acquainted with the general functions and operations of the museum. Noyes Museum staff supervise interns, assigning and overseeing tasks, and act as a liaison for interns with other members of the Noyes organization.

### **Administration/Business**

- Assist with planning & implementation of exhibitions, marketing, facilities management
- Research best practices for arts management, marketing, potential programs
- Provide on-site and off-site assistance and support to Noyes management
- Collect data and create reports on museum operations
- Create business and marketing plans for Noyes Museum locations

### **Archives/Collections**

- Maintaining and updating collection accession and catalog information
- Working with archivist at the Stockton University library to digitize Noyes archives
- 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, artists' background information

### **Curatorial**

- Research and planning 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

### **Education**

- Assist with planning & implementation of art classes for adults and children
- Research and write exhibition education guides
- Train to become a museum guide, leading school tours
- Assist with organizing & implementation of children's activities, special event projects, teacher workshops, "Youth Art Gallery" exhibitions and guide training sessions

### **Graphic Design/Marketing/Public Relations/Social Media**

- Assist with social media site engagements, research marketing opportunities
- Develop evaluation surveys
- Draft press releases for upcoming exhibitions, programs, and events
- Design flyers, posters for both print and digital formats
- Photography: record events and programs, select photos for promotion of Noyes activities

### **Hospitality/Event Planning**

- 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, correspondence)



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## Internship Application: 2018 - 2019

Specify internship session for which you are applying:

\_\_\_\_\_ Summer 2018  
Deadline 5/30/18

\_\_\_\_\_ Fall 2018  
Deadline 7/15/18

\_\_\_\_\_ Spring 2019  
Deadline 10/30/18

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_

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Home Address \_\_\_\_\_

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E-mail Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

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College/University \_\_\_\_\_ Major/Minor \_\_\_\_\_ Graduation Date \_\_\_\_\_

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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

Name of academic advisor for this internship: \_\_\_\_\_

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Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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Office Address \_\_\_\_\_

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

\_\_\_\_ Education                      \_\_\_\_ Curatorial                      \_\_\_\_ Arts Administration  
\_\_\_\_ Collections                      \_\_\_\_ Marketing/Public Relations    \_\_\_\_ Hospitality



**A brief letter of interest:**

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

**Your Availability - Interns must work at least 7 hours per week with a set schedule:**

**Hours of Operation - Kramer Hall** (Hammonton): Mon. – Fri. 9:30am–4:30pm (plus some evenings and weekends); **Arts Garage:** (Atlantic City) Wed.-Sun.: 11am-6pm (plus some evenings)

\_\_\_\_\_ Sunday      \_\_\_\_\_ Monday      \_\_\_\_\_ Tuesday      \_\_\_\_\_ Wednesday  
 \_\_\_\_\_ Thursday      \_\_\_\_\_ Friday      \_\_\_\_\_ Saturday

**References (do not include friends or family members):**

Name	Phone Number	E-mail Address	Relationship
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Name	Phone Number	E-mail Address	Relationship
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Name	Phone Number	E-mail Address	Relationship
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**Advisor or head of your department:**

Name	Phone Number	Office Address
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**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 brief letter of interest, resumé and letter of recommendation 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  
[Saskia.Schmidt@Stockton.edu](mailto:Saskia.Schmidt@Stockton.edu)