**SUMMARY OF PROGRAM**

Internships at the California Museum of Art Thousand Oaks (CMATO) provide in-depth training for undergraduate and graduate students interested in gaining experience in a museum setting. Interns work with the museum staff on projects and attend weekly meetings that introduce the staff, departments and functions of the museum.

CMATO interns contribute to a dynamic, collaborative work environment, and are exposed to best practices in art museums. Students who wish to obtain academic credit for their internship must make their own arrangements with their college or university. Interns are presently unpaid.

Internships are offered during the summer, spring and fall semesters, and during the academic year. Internships are available most semesters in each department of the museum – curatorial, communications, advancement, education – and occasionally for special projects. Please see the openings below for specific information about current openings.

**ELIGIBILITY**

**Seasonal Internships** are open to undergraduate and graduate students and beginning professionals with practical experience in specific area of museum work at CMATO.

**Academic Internships** start at the beginning of each semester and continue through end of the term. We accept applications from current undergraduates (except freshmen), recent graduates and graduate students. Applications are accepted on a rolling basis until positions are filled. Academic interns are required to commit to a minimum of two days per week.

CMATO values diversity of cultures, races, ethnicities and gender expressions. Students from backgrounds that are traditionally underrepresented in the arts, including people of color, LGBTQ+, bilingual or multilingual, and individuals with disabilities, are encouraged to apply.

**APPLICATION**

To apply, please send the following materials to Roya Alt, Assistant Director, via email at ralt@cmato.org.

1. Internship Application Form
2. Letter of Interest indicating why you are applying for an internship, your specific interest in and/or skill related to the internship for which you are applying, and what you hope to contribute during your internship
3. References from two professional, educational or character references in support of your application
OPEN INTERNSHIPS  

As of 2/27/20

CURATORIAL

Curatorial internships organize and generate exhibitions appropriate to CMATO’s mission. Interns participate in the curatorial work in the department, including exhibition planning, preparation of interpretative materials, research and administrative tasks.

Curatorial: Photographs

The intern will assist with research and organization for a variety of different exhibition projects. Tasks may include assembling research materials, maintaining bibliographies and chronologies, establishing and updating research files, conducting research on selected topics, and administrative tasks related to exhibitions. Knowledge or coursework in the history of photography or art is preferred.

Curatorial: Music & Art Exhibition

The intern will assist CMATO’s senior curator in the research and organization for an upcoming exhibition on Music and Art – with an emphasis on Rock n Roll. Tasks may include assembling research materials, developing interpretative plan, maintain bibliographies and chronologies, establishing and updating research files, conducting research on selected topics, and administrative tasks relating to the exhibition. Students with a special interest in music and art are encouraged to apply. Strong research skills are a plus.

Curatorial: Sculpture

The intern will assist with the planning and research for an upcoming exhibition on the sculpture of Robert Graham. Duties will include corresponding with Graham’s studio, conducting research for the catalogue, and helping to coordinate the checklist, exhibition design and educational materials. Applicants should have a demonstrated interest in sculpture.

COMMUNICATIONS

Communication interns develop comprehensive strategies to maintain and enhance CMATO’s profile as an innovative and influential cultural organization. The team works with critics and the media, planning press events and other activities that bring the public, schools, social media influencers and the community to the museum.

Communications: Digital Media

The intern will support the Assistant Director in overseeing the museum’s website and social media channels and researching additional platforms for engagement. Applicants will focus on
content production. The internship offers hands-on experience researching, creating and evaluating content.

**ADVANCEMENT**

Advancement interns are responsible for working strategically to plan, implement, and manage fundraising efforts to support the financial health of the Museum. Building and sustaining relationships with donors and potential donors is at the core of that work.

**Advancement: Special Events/Public Programs**

The intern will support the Assistant Director and the Development Board Chair on special events including museum rental program, fundraising events, exhibition openings, membership program and corporate events. Other duties include assisting with grant research, administrative tasks, on-site assistance for events, processing payments and editing sponsorship decks for upcoming exhibitions. Advanced MS Office skills required, database experience (E-Tapestry) preferred.

**Advancement: Visitor Services**

The intern will support the Gallery Manager as well as Gallery Attendants in maintaining exhibition and public spaces, monitoring exhibited works during open hours, fielding public inquiries pertaining to all aspects of CMATO, and at every moment promoting a positive visitor experience. Interns in this area should be available for evening and weekend hours.

**EDUCATION**

Education provides programming and resources for audiences of all ages to engage with art and artist and enrich their experiences at CMATO. Education areas are School and Educator Programs, Family Programs, Interpretation and Research and Access and Community Programs.

**Education: Interpretation and Research**

The interns will support the Executive Director and Senior Curator on development of curriculum for K-12 school visits with a focus on Arts & Language Arts; Music Mathematics and special audiences tours. Interns will assist in research, production and archiving of interpretative materials and content for onsite and online access. Assist with research on museum education program development, including new trends in the field. Strong research and writing skills required.
Internship Program Application

Personal Information
Please type or print in black or blue ink.

Name

Mailing address

City
State
Zip code

Email
Phone

Application for:  □ Summer session  □ Fall semester  □ Spring semester  □ Academic year

Education
Indicate any diplomas/degrees that you have completed, and/or are currently pursuing.

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<th>SCHOOL</th>
<th>MAJOR/MINOR FIELD(S)</th>
<th>DATES (MM/YYYY entered and graduated)</th>
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<td>OTHER:</td>
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List extracurricular activities that you are/were involved in during your time(s) as a student.


Internship(s) and Availability
Indicate up to three internships for which you would like to be considered. Descriptions are available at ashevileart.org.

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

Indicate when you are available to intern at the Museum.

Day(s)  □ Monday  □ Tuesday  □ Wednesday  □ Thursday  □ Friday  □ Saturday  □ Sunday

Time(s) □ Morning  □ Afternoon  □ Evening

Updated 12/2019
### Employment

Attach a current resume or CV, and/or provide information below for your two most recent positions.

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### Volunteer Experience

List past and present volunteer experience (including at Asheville Art Museum).

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### Interests

List hobbies, leisure activities, and/or other interests.

### References

Provide contact information for two professional, educational, or character references (no family members) who are completing a reference form in support of your application.

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