

# OHR-O'KEEFE MUSEUM OF ART

## Internship Program

The Ohr-O'Keefe Museum of Art offers unpaid internships for college students or recent graduates interested in careers in the arts. Participants will be exposed to the inner-workings of an art museum and gain practical and theoretical training in museum work in a specific area of interest or field of study. Areas of potential projects include collections, education, visitor services, the ceramics studio, finance, or museum management. This program offers participants from diverse backgrounds the chance to work with and learn from knowledgeable professionals in a variety of fields within a museum setting.

**Application process:** Please complete the Internship Application. You will be asked to indicate three departments you are interested in assisting, as well as your relevant coursework and experience. You will need to submit a resume, academic transcripts, two letters of recommendation from academic or professional sources, and a short essay describing why you want to be an intern at the Ohr-O'Keefe Museum of Art. When considering whether or not to apply for an internship at the Ohr-O'Keefe, please keep in mind that they are unpaid.

**Eligibility:** This internship is open to college undergraduates, graduate students, and recent graduates. To be considered a recent graduate, applicants must have graduated no more than 1 year prior to their application submission.

**Departments:** Interns will participate in the daily activities of their assigned department in addition to a specific project that will be determined at the start of their internship. Other duties may be occasionally required based on the needs of the museum; however, we do want to create a great learning environment for our interns and they will therefore spend the majority of their time on their departmental project. Internships are available in the following departments:

- Curatorial/Collections: This may include cataloging artifacts, creating incoming and outgoing condition reporting, maintaining the collections records, researching specific objects for exhibit information or file history, or helping to prepare galleries for exhibition changes.
- Education: Interns with the Education department might conduct group tours, create or revise teacher packets, conduct surveys about the museum's programming, or assist in the implementation and operation of school programs.

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- Visitor Services: Including assisting patrons in person and via telephone, maintenance of studio class records membership renewals, or coordinating special and after-hours events.
- Museum Management: Interns may assist with marketing for specific museum events, communicate with local press and community members, assist in digital outreach (including growing the museum's Twitter, Instagram, and Facebook followers), or assist in fund-raising and public relations endeavors.
- Finance: This may include calculating payroll timesheets, maintaining accurate accounts payable and receivable, or assisting in the organization and maintenance of financial records,
- Ceramics Studio: Including assisting in class instruction, the creation of glazes, and other studio maintenance.

## **Qualifications:**

- Attention to detail
- Computer proficiency
- Professional and friendly demeanor
- Ability to work independently
- Some college education required

**Academic Credit:** The Ohr-O'Keefe Museum of Art is not able to offer college credit. However, many institutions will recognize academic work completed while interning. That will be a specific school-by-school case and must be approved by the participant's academic advisor.