

National Gallery of Art

Internships in the Museum Profession

2008–2009

Purpose

Internships in the Museum Profession at the National Gallery of Art provide institutional training to students interested in pursuing a museum career. Working closely with professional staff at the Gallery, interns participate in the ongoing work of a department, complete a project or a discrete portion of a larger project, and attend a weekly museum seminar that introduces the staff, departments, programs, and functions of the Gallery. Possible placements are in curatorial, education, exhibition design, publishing, and library science departments.

Eligibility

Although consideration will be given to students with a recent undergraduate degree, preference will be given to applicants who are enrolled in a graduate program or are recent MA, MFA, M ED, MLS, or M Arch graduates. Applicants from all backgrounds are encouraged to apply. This is an international program.

Procedure for Application Form

The deadline to submit this application form is January 17, 2008. Applications received after this date will not be considered. Please send one original and five copies of the completed form to our mailing address. If you would like confirmation that your application was received, please include a self-addressed stamped envelope or postcard with your application forms. Please note that receipt of the card does not guarantee that the application is eligible for consideration.

National Gallery of Art

Internships in the Museum Profession Application

2008–2009

Please fill out this form completely and send one original and five copies to:
Department of Academic Programs, Division of Education, National Gallery of Art,
2000B South Club Drive, Landover, MD 20785

All applications must be received by Thursday, January 17, 2008.

1. Last name, first name, middle name or initial

2. Addresses:

Current

Permanent (if different from current address)

3. Phone numbers:

Current address

Permanent address (if different from current address)

Cell phone

4. E-mail address

5. College/university history:

Bachelor's degree

Institution

Major(s)

Senior thesis title (if applicable)

Date degree awarded

Master's degree

Institution

Major(s)

Thesis title

Date degree awarded

If you are currently a graduate student, which requirements do you still need to complete?

6. Please check the circles below for the areas in which you are qualified to work:

Curatorial:

- American Paintings (to early twentieth century)
- British Paintings
- Early Netherlandish Paintings
- French Paintings (nineteenth century)
- Italian Renaissance Paintings
- Northern Baroque Paintings
- Spanish Paintings (Renaissance to nineteenth century)
- Modern and Contemporary Art
- Sculpture and Decorative Arts (Middle Ages to early twentieth century)
- Old Master Drawings
- Old Master Prints
- Photographs
- Modern and Contemporary Prints and Drawings

Exhibition Design:

- Installation
- Lighting
- Silkscreen

Education:

- Adults
- Children
- High School
- Families
- Teachers and Schools
- Education Publications
- Elderhostel

- Film Programs

Library:

- Reader Services— Reference and Circulation
- Photo Archives
- Rare Books
- Slide Library

- Architecture
- Horticulture
- Publications

7. How did you learn about this internship?

- | | | |
|-------------------------------------|--|--------------------------------------|
| <input type="radio"/> professor | <input type="radio"/> university career center | <input type="radio"/> NGA Web site |
| <input type="radio"/> former intern | <input type="radio"/> CAA online | <input type="radio"/> other _____ |
| <input type="radio"/> AAM online | <input type="radio"/> academic advisor | <input type="radio"/> Listserv _____ |

8. List foreign languages you know and your proficiency (fluent, reading, speaking, writing) in each. If English is not your native language, please indicate your speaking, writing, and reading level.

9. Awards and honors received (list most recent first)

10. List most recent internships and employment (please indicate if you received course credit for any of the internships listed or if the employment was part of a work-study program).

11. List contact information for three recommenders. Note that one must be the chair or dean of your department (more than one student may be recommended by the same university), the second must be your advisor, and the third is an open choice. Your recommenders will be contacted by the Gallery only if you are advanced to the second phase of the selection process. (Each recommender must have a copy of your application materials before January 17, 2008.)

Name and title:

Institutional affiliation:

Address:

Phone number:

E-mail address:

Preferred method of contact:

Name and title:

Institutional affiliation:

Address:

Phone number:

E-mail address:

Preferred method of contact:

Name and title:

Institutional affiliation:

Address:

Phone number:

E-mail address:

Preferred method of contact:

12. List other internships, fellowships, or jobs for which you are applying.

14. Please write a letter (single-spaced, about five hundred words) to the selection committee stating your reasons for participating in the museum training program at the National Gallery of Art *at this point in your education or career*, including: 1) what you hope to achieve from the experience, 2) what you feel you can contribute to the department(s) in which you are interested, and 3) how such an experience would further your education and career plans. Attach a separate sheet if necessary.