

2013–2014 MUSEUM INTERNSHIPS *Made possible by the Eugene McDermott Education Fund*

The Dallas Museum of Art, through the help of the Eugene McDermott Education Fund, will offer eight paid internship positions—four in the Museum’s Education Department and four in the Curatorial Department—with a duration of nine months, all beginning Wednesday, September 4, 2013. These internships are intended for those individuals who wish to explore a career in museum work. Projects assigned involve considerable responsibility and will provide opportunities for the contribution of individual work. While the Museum does not guarantee employment after the internship, these positions have led many interns to careers in the museum field. Individual health insurance coverage is available at personal cost.

Curatorial Department Internships (four positions available)

MCDERMOTT CURATORIAL & GRADUATE CURATORIAL INTERN: Curatorial interns will be designated to work in one or more of the Museum’s collection areas, where they will experience the full range of activities, including acquisition preparations, gallery installations, research and documentation projects involving the Museum’s collection, and publication projects and special exhibitions. Collection areas include African, American, European, Ancient American, Ancient Mediterranean, Asian, Contemporary, Decorative Arts and Design, and Pacific Islands. Applicants must have completed a bachelor’s degree in art history or a related field. **Stipend: \$11,000**

Interns holding a graduate degree will be expected to assume a leadership role in the program and will have additional responsibilities as determined by the supervising curator(s). Applicants must have completed a graduate degree in art history or a related field. **Stipend: \$13,000**

Education Department Internships (four positions available)

MCDERMOTT INTERN FOR ADULT PROGRAMMING: The intern will assist with the development, implementation, and promotion of numerous gallery programs, lectures, performances, and special events for adults throughout the year, including Arts & Letters Live, the literary and performing arts series at the Museum. The intern will assist in program management and will work closely with guest speakers, performers, volunteers, and the public. The work week for this position is Monday–Friday with additional nights and weekends required. Applicants must have completed a bachelor’s degree in art history, art education, or the humanities. **Stipend: \$11,000**

MCDERMOTT INTERN FOR FAMILY AND ACCESS TEACHING: The intern will assist with family and access programs, including Family Celebrations, First Tuesdays, Late Nights, early learning classes, and programming for visitors with special needs. The intern will receive practical exposure to art museum work, including teaching a variety of visitors in the galleries, developing art-making activities for visitors of all ages, and working with performers and artists. The intern will assist in the research, planning, and implementation of art programs and materials for children, families, and visitors with special needs. The work week for this position is Monday–Friday with occasional weekends required. Applicants must have completed a bachelor’s degree in art history, art education, or studio art. **Stipend: \$11,000**

MCDERMOTT INTERN FOR GALLERY AND COMMUNITY TEACHING: The intern will assist with the planning and implementation of teaching programs in the galleries and in the community, including docent and Go van Gogh® volunteer training, student tours, and school outreach. The intern will regularly lead tours for students and adult visitors, as well as classroom experiences for 1st–6th grade through the Go van Gogh® school outreach program. The intern will assist with research and development of materials for tours and for Go van Gogh® and may assist with professional development programs for teachers. The work week for this position is Monday–Friday with occasional weekends required. Applicants must have completed a bachelor’s degree in art history, art education, or the humanities. **Stipend: \$11,000**

MCDERMOTT INTERN FOR VISITOR ENGAGEMENT: The intern will assist with programming to engage visitors both on-site and off-site, with a focus on the Center for Creative Connections. The intern will help develop, implement, and evaluate interactive displays and art-making programs for people of all ages. The intern will interact with visitors and engage in outreach at community events and festivals. The intern will work closely with staff to organize logistics for programs and may lead participatory activities in the galleries and studio. The work week for this position is Tuesday–Saturday with additional nights and weekends required. Applicants must have completed a bachelor’s degree in art education, studio art, or a related field. Bilingual in Spanish suggested. **Stipend: \$11,000**

McDERMOTT INTERNSHIP Application Form

NAME _____

APPLICATION REQUIREMENTS

- Official transcript of courses from each institution of higher education where a degree has been or is in the process of being awarded
- Three letters of recommendation, at least two of which are academic references
1. Recommender's Name: _____
2. Recommender's Name: _____
3. Recommender's Name: _____
- A detailed statement regarding your interest in an art museum career, including information about prior museum experience
- Résumé

POSITION PREFERENCE

The following internships are available; please rank your **top three** choices in order of your preference, 1 (highest) to 3 (lowest):

- ___ Curatorial/Graduate Curatorial Areas of art-historical interest: _____
- ___ Education: Family and Access Teaching
- ___ Education: Gallery and Community Teaching
- ___ Education: Adult Programming
- ___ Education: Visitor Engagement

EDUCATION HISTORY

INSTITUTION _____ LOCATION _____

DEGREE _____ DEGREE DATE _____

MAJOR(S) _____ MINOR(S) _____

INSTITUTION _____ LOCATION _____

DEGREE _____ DEGREE DATE _____

MAJOR(S) _____ MINOR(S) _____

PERSONAL INFORMATION

CURRENT ADDRESS _____ PERMANENT ADDRESS _____

PHONE _____ PHONE _____

E-MAIL _____ E-MAIL _____

DIRECTIONS

Complete this form and mail it with the above required items in **one packet postmarked by the application deadline**. Do not submit materials under separate cover. Do not staple materials. Incomplete applications will not be considered and no late materials will be accepted.

Applicants selected for each position must provide proof of eligibility to work in the United States before the first day of the program (September 4, 2013). This may include such commonly obtained documents as:

- 1) Social Security card and current state driver's license or
- 2) Valid U.S. passport or
- 3) Valid visa that will not expire before the termination date of the internship and ability to obtain a Social Security number once you arrive in the United States if you are not a citizen

An applicant whose candidacy passes the preliminary screening may be invited for a personal interview if possible.

APPLICATION DEADLINE: Friday, March 8, 2013

Applications may be addressed to: **McDermott Internship Program**
 c/o Sarah Coffey
 Dallas Museum of Art
 1717 N. Harwood St.
 Dallas TX 75201