



MISSISSIPPI MUSEUM *of* ART

MUSEUM INTERNSHIPS provide undergraduate and graduate students with insight into the operations of a museum and offers interns invaluable hands-on experience. Available internships change from semester to semester based on the Museum's needs and capacity. Spring and fall internships are part-time (min. 10 hrs/wk) and summer internships may be full-time or part-time.

Unless otherwise indicated, all internships are unpaid. Academic credit may be available for internships, though credit is granted through a student's university. Check with your academic advisor or registrar's office for further information.

Please be sure to indicate your departmental preference in order of priority on your application form and the Museum will do its best to accommodate your preferences. *See below for a general description of each internship that might be available. Keep in mind that internships often include daily tasks and projects from different departments.*

INTERNSHIP CATEGORIES

Exhibitions — This position works closely with the curatorial department to research or write about topics for future exhibitions. Various preliminary exhibition development work may be explored, such as locating potential loans, drafting paperwork, and developing checklists. Interns in this area may assist in preparation work for exhibitions such as matting/framing, painting, and assisting with exhibition installation. Other opportunities may arise for developing/planning exhibition-related programs or assisting in research or other tasks related to creating exhibition catalogues.

Collections Management — This position provides a "hands-on" opportunity to assist the curatorial department staff with various tasks related to the care of the Museum's permanent collection. Intern projects include cataloging, inventorying, photographing, and tracking artwork. Other projects may include preventative conservation, assisting with the preparation of exhibitions offered through the Museum's affiliate network, and other registration duties related to installation/de-installation of exhibitions.

Education — This position assists the education department with various projects related to its school programs, family and interpretive programs, community outreach programs, and studio programs. Intern projects often include researching artists in the collection, developing interpretive materials for various audiences, helping to plan ongoing educational programs, and other daily tasks within the education department.

Marketing/Public Relations — This position provides support for the marketing department in order to meet the Museum's goals and objectives. Intern projects include conducting marketing research, contact database management, tending to public and media relations, and implementing promotions for Museum events and exhibitions. Projects also may include drafting, editing, and distributing marketing materials, as well as producing content for the Museum's blog and social media channels.

TO APPLY

Download and complete the application form on the following page and submit, along with: **(1) personalized cover letter, (2) academic writing sample, (3) two letters of recommendation, (4) academic transcript (photocopy sufficient), (5) resume or CV, and (6) 500-word personal statement describing an individual or memorable experience that influenced your interest in the art world.**

Application may be submitted electronically to: careers@msmuseumart.org.

Application may be submitted via post to: **INTERNSHIP, Mississippi Museum of Art, 380 S. Lamar St., Jackson, MS 39201**

Finalists may be contacted for an interview. Please, no phone calls.



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APPLICATION FOR MUSEUM INTERNSHIP

Name: _____

Current Address: _____

Permanent Address: _____

Daytime Phone: _____ Email Address: _____

School Affiliation: _____ Field of Study: _____

Choose the term of your internship:

Spring Summer Fall

Number your areas of interest in order of preference:

Collections Education
 Exhibitions and Programs Marketing/Public Relations

Indicate relevant skills:

Computer Research Public Speaking
 Microsoft Word Writing/Editing Foreign Language
 Microsoft Excel Graphic Design Other: _____
 Adobe Creative Suite Art Handling

Signature of applicant: _____ Date: _____