



2012–2013 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—all beginning **Wednesday, September 5, 2012**, and with a duration of nine months. 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)

CURATORIAL INTERN (two positions available): 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, as well as publication projects and special exhibitions. The collection areas include African; American and 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**

GRADUATE CURATORIAL INTERN (two positions available): The interns will experience the full range of curatorial activities, including acquisition preparations, gallery installations, research and documentation projects involving the Museum’s collection, as well as publication projects and special exhibitions. 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)

FAMILY EXPERIENCES INTERN: The intern will assist with family education and community engagement programs, including Family Celebrations, Studio Creations, Collection Connections, Arturo’s Art & Me, First Tuesdays, Homeschool Classes, Late Nights, and Access Programming for visitors with special needs. The intern will receive practical exposure to art museum work, including working with performers and supervising Junior League volunteers. The intern will assist in the planning and implementation of art programs for children and families and will have teaching opportunities. The work week for this position is Tuesday–Saturday. Applicants must have completed a bachelor’s degree in art history, art education, or studio art. **Stipend: \$11,000**

GALLERY TEACHING INTERN: The intern will assist with the planning and implementation of teaching programs and partnerships in the Museum galleries, including docent training and tours. The intern will regularly lead tours for K–12 students, higher education students, and adult visitors. The intern will assist with research and development of materials for tours and may assist with professional development programs for teachers. Applicants must have completed a bachelor’s degree in art history, art education, or the humanities. **Stipend: \$11,000**

ADULT PROGRAMMING INTERN: The intern will assist with the development, implementation, and promotion of numerous gallery programs, lectures, symposia, performances, and classes 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**

COMMUNITY TEACHING INTERN: The intern will assist with the planning and implementation of teaching programs and partnerships in the community, including volunteer training and school outreach. The intern will regularly lead classroom experiences for 1st–6th graders through the Go van Gogh® school outreach program, as well as tours for K–12 students, higher education students, and adult visitors. The intern will assist with research and development of materials for Go van Gogh and may assist with professional development programs for teachers. Applicants must have completed a bachelor’s degree in art history, art education, or the humanities. **Stipend: \$11,000**



McDERMOTT INTERNSHIP Application Form

PERSONAL INFORMATION

NAME _____

CURRENT ADDRESS _____ PERMANENT ADDRESS _____

PHONE _____ PHONE _____

E-MAIL _____ E-MAIL _____

EDUCATION HISTORY

INSTITUTION _____ LOCATION _____

DEGREE _____ DEGREE DATE _____

MAJOR(S) _____ MINOR(S) _____

INSTITUTION _____ LOCATION _____

DEGREE _____ DEGREE DATE _____

MAJOR(S) _____ MINOR(S) _____

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
- ___ Education: Family Experiences
- ___ Education: Gallery Teaching
- ___ Education: Adult Programming
- ___ Education: Community Teaching

APPLICATION PROCEDURE

Please complete and submit this form, along with the following items:

- Official transcript of courses
- Three academic recommendations
- A detailed statement regarding your interest in an art museum career, including information about any prior museum experience

All requested materials must be compiled and mailed in **one** envelope and postmarked by the application deadline. 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 5, 2012; this documentation 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 to come for a personal interview if possible.

APPLICATION DEADLINE: Friday, March 16, 2012

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