

REYNOLDA

Spring 2019 Internship Opportunities Reynolda House Museum of American Art

Interns at Reynolda House Museum of American Art learn about the historical home of R. J. and Katharine Smith Reynolds and its collection of American fine art, as well as the decorative arts and historic estate, while generally exploring the operations of museums.

With a grant from the [Walton Family Foundation and Ford Foundation's Diversifying Art Museum Leadership Initiative](#), we are able to offer **two paid internships** in the **Education Department**. All other positions are unpaid unless otherwise noted.

Offerings for Spring 2019 (more opportunities may come available)

- Semester-long [Education Internship](#)

To apply

Interested students should carefully review and follow the requirements for the internship(s) to which they are applying. Students may apply to more than one department with one application. All applicants should submit the following:

1. The [Semester Internship Application Form](#), available on our website.
2. A [written statement](#) about your interest in the program. Please include your past and present academic and other experiences which you feel have prepared you for this learning opportunity and what you hope to accomplish in terms of your career goals from a RHMAA internship.
3. A [resume or curriculum vitae](#).
4. Any other materials requested by the particular internship, which may include answering specific questions, offering references, or getting a [letter of recommendation](#) from a professor. This letter may be sent separately from the application; email is acceptable. If required, the application is not considered complete until this letter of recommendation is received.

Academic Credit

Students may be eligible to receive academic credit for internships, subject to college/university approval. Accepted students are responsible for making arrangements, providing necessary forms and materials to the internship supervisor, and communicating all requirements of their schools to ensure that the internship structure fulfills these academic requirements. If applying and seeking credit, be sure to ask your advisor or Registrar's office how many **total contact hours** you will need over the semester.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final candidates being considered for an internship.

Education Internship – Fall or Spring Semester

Requirements

Applicants must:

- be a currently enrolled undergraduate student
- have completed at least two semesters of college work (including courses in art history, history, studio art, or cultural studies like African American Studies or American Studies)
- have a strong interest in learning about American culture and museum education
- have an ability to communicate well with the public

Students bringing diverse perspectives, cultures and experiences are encouraged to apply.

Time Commitment

- Available 8-10 hours per week, Tuesday-Friday
- Ideally have at least two mornings available per week
- ***Must have*** at least one Tuesday, Wednesday or Thursday morning from 9-11:30 a.m. available.

Fall/Spring Semester Internship Description

The Education Department internship serves both as an introduction to museums and a more in-depth exploration of the work of a museum education department. Interns in the education department will:

- Become familiar with and assist in the daily operation of the education department. This includes assisting with studio art activities during school and community field trips, family programs, and community festivals as need and availability permits.
- Undertake a research project about an artwork in the collection, correlating it with literature and music of the same historical period. Interns present their research in a public gallery talk and short paper.
- Accompany and eventually lead tours of the art collection and historic house for a range of museum visitors. This includes learning how to engage visitors in conversation about artworks and share information about the historic house.
- Read required texts about the museum and American art to research and learn tour content.
- Conduct interviews with staff in various departments to prepare for a potential museum career.

Diversifying Art Museum Leadership Initiative (DAMLI) Paid Internship

The Education Department will offer up to **two paid internships** to encourage greater participation of groups who are currently underrepresented in the museum field. Recipients will receive a \$1,500 stipend and will be scheduled for 8-10 hours per week for 12-14 weeks during fall or spring semesters (for a total of 120 hours, unless more are required for academic credit). Candidates applying for this paid opportunity should review the information about [DAMLI](#) and include in their written statement how they would contribute a diverse perspective to the museum and to the field.

The education department may also offer **up to two** additional **unpaid internships**.

To Apply

Complete Semester Internship Application Form, available on the website, and submit as indicated along with required materials (written statement, resume or C.V., faculty recommendation letter*, and name and contact information of one additional reference).

*Letter may be emailed directly by the faculty member.