History and Philosophy

The Wadsworth Atheneum Museum of Art was founded in 1842, and its doors have been continuously open to the public ever since. Located on a five-building campus in downtown Hartford, Connecticut; the Atheneum is known internationally for its rich history, extensive collections, and innovative public programs. The Atheneum houses a fine arts collection with particular strengths in the following areas: 19th century American painting, including the Hudson River School collection; Renaissance and Baroque painting and sculpture; European and American decorative arts, including the Nutting collection of colonial American furniture; the Amistad Center for Art and Culture’s collection of African-American art and artifacts; and contemporary art. A changing program of special exhibitions enhances the permanent collection of the Atheneum year after year.

The Internship Program is designed to introduce both students and professionals interested in pursuing a career in the museum field to the inner workings of an art museum and to offer hands-on experience through involvement in the Atheneum’s day-to-day operations. Its goal is to collaboratively create an individualized experience for all interns, matching the specific needs of the various museum departments with the talents, skills, career aspirations, and passions of individuals interested in the field. We strongly believe in developing a mutually beneficial relationship: interns gain experience conducting real-world activities in concert with a staff mentor, while the museum receives assistance with key projects and encourages interns to pursue a museum career.

Eligibility

Students from a variety of academic backgrounds are invited to apply for an internship at the Wadsworth Atheneum Museum of Art. Internships are available to undergraduate and graduate students, recently graduated students eager to gain museum experience, and museum professionals interested in career changes or are currently in-between positions. Preference is given to candidates who have completed at least two years of undergraduate coursework, especially for those individuals who desire placement in the curatorial department.

Availability

Internships are offered during the fall and spring semesters, as well as in the summer. Internship availability is dependent upon the needs of museum departments.

Internship Placements

Internships are available in a variety of areas, with related university coursework recommended for internships in specific departments. With special consideration given to the applicant’s placement preferences, interns are assigned to the department that best matches their academic background, professional experience, career aspirations, and passion.
EDUCATION DEPARTMENT: UNIVERSITY PROGRAMS

INTERNSHIP PROGRAM

Internships are offered in the following departments:

CURATORIAL: Conducts research on the permanent collection, writes object labels and catalogue entries, organizes changing/special exhibitions, and oversees the care of the various collections.
   - American Decorative Arts
   - American Paintings and Sculpture
   - Contemporary Art
   - European Decorative Arts
   - European Art
   - Film and Theater

EDUCATION: Plans and implements programs for various audiences, including lectures, symposia, teacher workshops, family free days, and community outreach. Conducts research and evaluation, writes educational materials, trains docents, and manages tours.
   - Community Programs (including School and Teacher Programs and University Programs)
   - Docent and Tour Programs
   - Gallery Interpretation
   - Public Programs (including Adult and Family Programs)

INSTITUTIONAL ADVANCEMENT: Manages fundraising for the museum’s exhibitions, general operation, facilities improvements, and programs. Responsible for grant writing and museum membership, as well as individual, corporate and foundation-based grants and gifts. Plans and implements annual fundraising events. Coordinates facility rental events for corporate, institutional, and organizational clients.

LIBRARY AND ARCHIVES:
   LIBRARY: Interns are most often students in graduate-level Library Science programs or undergraduates seriously considering such a course of study. Assists in various clerical and para-professional library tasks, including the cataloging and processing of new books and catalogues, filing periodicals and pamphlet materials, and providing research assistance to museum staff and visitors.

   ARCHIVES: Documents the origins and history of the Wadsworth Atheneum from the eighteenth century to the present through official documents, correspondence, printed material, photographs, moving images, sound recordings and ephemera and memorabilia, which the archivists research, identify, organize, describe, catalogue, and make accessible to scholars and the general public.

MUSEUM DESIGN: Develops all two- and three-dimensional design within the museum involving both temporary exhibitions and permanent gallery areas. Manages the physical movement of works of art, including the installation of exhibitions and the permanent collection. Packs art for shipping.
EDUCATION DEPARTMENT: UNIVERSITY PROGRAMS

INTERNERSHIP PROGRAM

PUBLIC RELATIONS AND MARKETING: Assists with media relations, marketing, advertising, website design and development, and outreach efforts to communicate museum information externally. Manages photography of the collection and imaging for publications and programs.

REGISTRAR: Tracks and coordinates the movement and storage of works of art in the permanent collection and for special exhibitions both internally and externally. Develops provenance (ownership history) files on the permanent collection.

VISITOR SERVICES: Provides frontline services to the public and communicates museum information to visitors. Manages the Information Desk, including checking in visitors and groups.


INTERN RESPONSIBILITIES

Interns participate in the ongoing work of the department to which they are assigned and are expected to complete a project or some portion of a major project. Specific responsibilities are determined by the current needs of the department as well as the demonstrated skills of the intern.

Internships do not carry a stipend. Living arrangements are the intern’s responsibility to coordinate.

INTERNSHIP HOURS

Fall and Spring Interns: Approximately 12 hours/week for 10 weeks.
Summer Interns: Approximately 20 hours/week for 8 to 10 weeks.

The number of hours per week worked will ultimately be determined by departmental need, the intern’s academic schedule, and the academic requirements that govern the receipt of credit for the internship (if applicable).

INTERNSHIP FOR CREDIT

Interns can request academic credit for the internship and must coordinate such efforts with their university advisor, their museum mentor, and the Assistant Museum Educator for Community Programs at the Atheneum.

APPLICATION GUIDELINES

Applications must be received by the deadlines listed below. After applications are received, a personal or phone interview may be scheduled. If you are chosen to be interviewed, it will be several weeks before you receive communications from the museum.

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<th>TERM DATES</th>
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<td>Fall 2011</td>
<td>Friday, July 1 2011</td>
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Wadsworth Atheneum Museum of Art
600 MAIN STREET HARTFORD, CT 06103
860.278.2670 WWW.WADSWORTHATHENEUM.ORG
Applicants must submit the following materials:

**Completed Cover Letter:** Please visit the museum’s website to download this form.

**Résumé:** At minimum, please include information relating to your educational background, including a list of courses specifically related to your placement preferences; paid or voluntary work experience; activity/club involvement; skills acquired, including foreign language proficiency; honors and awards received (if any); and the names of two professional or academic references. Contact information should also be included in this document. The inclusion of additional information is up to the applicant’s discretion.

**Statement of Interest:** In a separate narrative, please write a statement describing how an internship at the Wadsworth Atheneum Museum of Art would assist in achieving your present and future career goals. Discuss your placement preferences in detail, outlining how your academic and personal experiences would contribute to the museum. Finally, describe what you hope to learn and achieve as a result of your affiliation with the Atheneum. It is advised that applicants consider this statement to be the focal point of their application.

**Writing Sample:** Submit a piece of formal writing on an art-historical topic or from the field that most closely matches your placement preference(s). This simply serves to help museum staff gauge your writing skills. Please limit your sample to 10 pages or fewer and include a short explanation of the project or assignment.

**Official Academic Transcript(s):** Submit an official transcript from the higher education institution of current enrollment. If you have attended your current institution less than two semesters, please submit an additional transcript from your previous place of enrollment. The transcript must be postmarked by the application deadline if sent separately from the full application. The museum will not accept unofficial transcripts.

**Two Letters of Recommendation:** Two letters of recommendation from individuals with whom you have studied or worked are required. Letters mailed through the postal service must be postmarked by the application deadline. These letters can also be sent via e-mail to the contact information listed below; they must be sent by the one writing the letter, not the applicant.

Please send all inquiries and completed applications to the contact listed below. All application materials except for the official academic transcript can be sent
INTERNERNSHIP PROGRAM

via e-mail. Although not preferred, application materials may arrive separately. Please do not staple any of your materials.

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