

# INTERNSHIP PROGRAM

The New Britain Museum of American Art is the first institution dedicated solely to the collections and acquisition of American art. Spanning four centuries of American history, the Museum's permanent collection is renowned for its strengths in colonial portraiture, the Hudson River School, American Impressionism, the Ash Can School, as well as the important mural series *The Arts of Life in America* by Thomas Hart Benton. The singular focus on American art and its panoramic view of American artistic achievement, realized through the Museum's extensive permanent collection, exhibitions, and educational programming, make the New Britain Museum of American Art a significant resource for a broad and diverse public.

## AVAILABILITY

Internship availability is dependent upon the needs of Museum departments.

## TIME COMMITMENT

Minimum of 12-15 hours/week, full-time optional. May be required for additional special events depending on departmental needs. Internships run for approximately 2-4 months, summer session from the end of May or beginning of June through mid-August.

## COMPENSATION

Interns may receive academic credit or volunteer their time. For academic credit, Interns must provide and coordinate all materials and contact information with their university advisor and Museum sponsor.

## TO APPLY

Interested students may apply by returning the completed Internship Application with cover letter and résumé to the Manager of Visitor and Volunteer Experience or to the Associate Curator for curatorial internships. All applications must be received by the deadlines detailed below. After applications are received, the Manager of Visitor and Volunteer Experience or the Associate Curator will contact applicants to schedule an interview.

### APPLICATION DEADLINES\*

Fall: July 1  
Spring: November 15  
Summer: April 1

### START DATES

Fall: September 6  
Spring: January 15  
Summer: June 2

### END DATES

Fall: December 12  
Spring: April 10  
Summer: August 30

**\*Applicants will be notified 3-4 weeks after application deadline.**

**\*We will accept application at any time, the deadlines are a recommendation.**

# INTERNSHIP PROGRAM APPLICATION

Date \_\_\_\_\_

## GENERAL INFORMATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Which Internship are you applying for? \_\_\_\_\_

Current School \_\_\_\_\_

School Address \_\_\_\_\_

Major/Minor/Concentration \_\_\_\_\_

Level at Current School \_\_\_\_\_

Expected Degree \_\_\_\_\_

G.P.A. \_\_\_\_\_ Graduation Date \_\_\_\_\_

Previous School (if applicable) \_\_\_\_\_

School Address \_\_\_\_\_

Major/Minor/Concentration \_\_\_\_\_

Awarded Degree \_\_\_\_\_

G.P.A. \_\_\_\_\_ Graduation Date \_\_\_\_\_

Relevant Course Work \_\_\_\_\_

Relevant Research Projects \_\_\_\_\_

Relevant Community/Volunteer Activities \_\_\_\_\_

Current/Previous Employer \_\_\_\_\_

Location of Current/Previous Employer \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Dates worked at Current/Previous Employer \_\_\_\_\_

Name of Previous Employer \_\_\_\_\_

Location of Previous Employer \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Dates Worked at Previous Employer \_\_\_\_\_

Office/Computer Skills \_\_\_\_\_

Language Skills \_\_\_\_\_

Art Handling Skills \_\_\_\_\_

Other Relevant Skills \_\_\_\_\_

**NEW BRITAIN  
MUSEUM OF  
AMERICAN ART**

56 Lexington Street  
New Britain, CT  
06052 | nbmaa.org

**PROFESSIONAL REFERENCES**

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

You would (check one)

- Receive academic credit through your school for this internship
- Volunteer your time for this internship

What are your preferred work hours? \_\_\_\_\_

**\*12-15 hours each week are required**

Which days and hours are you available to work? \_\_\_\_\_

**\*Monday through Friday 10 a.m.-5 p.m.**

How did you learn about the NBMAA internship program? \_\_\_\_\_

If anyone, who recommended you to the NBMAA? \_\_\_\_\_

**RETURN ALL APPLICATION MATERIALS BY MAIL OR EMAIL TO:**

**FOR CURATORIAL INTERNSHIPS:**

**ASSOCIATE CURATOR**

New Britain Museum of American Art  
56 Lexington Street  
New Britain, CT 06052  
(860) 229-0257, ext. 218  
williamsl@nbmaa.org

**ALL OTHER INTERNSHIPS:**

**MANAGER OF VISITOR & VOLUNTEER SERVICES**

New Britain Museum of American Art  
56 Lexington Street  
New Britain, CT 06052  
(860) 229-0257, ext. 222  
mitchellc@nbmaa.org

# COLLECTIONS INTERNSHIP

## YEAR ROUND

**Reports to: Collections Manager; For Academic Credit or Professional Development  
(12-15 hr/week minimum, full-time optional)**

Collections Interns have the opportunity to work closely with the Collections and Curatorial staff to gain professional experience working on registration, exhibition, and installations. Interns will work on projects relating to the care and preservation of artwork, preparations for installations and exhibitions, and documentation of the collection using the museum's object database.

## REGISTRATION

Interns will assist the Associate Registrar in updating and maintaining the Museum database. Interns will also assist staff in creating physical and digital object files for new acquisitions, incoming and outgoing loans, and aid in tracking works in the permanent collection within the Museum's secure storage areas, galleries, and on loan to other institutions throughout the world. This portion of the internship will focus largely on the registration aspects of Collections Management, research into works in the Museum's permanent collection, and the careful organization of our physical and digital records. Applicants should have excellent organizational and time management skills, and an overall high attention to detail.

## EXHIBITIONS & INSTALLATION

Interns will assist the Collections Department in all aspects of exhibition installations. Interns will be trained in fine art handling within the context of safely storing, transporting, installing, and traveling artwork both in the permanent collection of the NBMAA and works on loan to the Museum. Interns will work closely with the Associate Preparator as well as the Curatorial Department to fulfill artistic vision of the Director and Curator of the exhibitions. Other aspects of this particular internship will include but are not limited to:

## REQUIRED SKILLS

- Applicants should have high standard for quality with excellent time management skills.
- Experience with art handling/gallery work/use of power tools is welcomed but not required.
- Applicants must display situational and self-awareness as they will be working directly with the permanent collection.
- A propensity for hard physical work is a must as heavy lifting goes hand-in-hand with this particular internship.

## REQUIRED APPLICATION MATERIALS

- Completed NBMAA Internship Application.
- One page personal statement, explaining personal ambitions and how this internship with help to achieve them.
- Resume or Curriculum Vitae (CV).
- One professional or academic letter of reference.