

# 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

# EDUCATION INTERNSHIP

## FALL/SPRING/SUMMER

Reports to: Director of Education

(6 hours minimum-15 hours maximum/week)

Interns assist the Museum's Education Department, developing skills and knowledge that involve working in various areas of the department such as studio programs, community and family events, and adult programming. Interns conduct content research for present and future education programs, help with day-to-day activities, and gain experience necessary for creating meaningful educational experiences for Museum audiences. Tasks include but may not be limited to working on the following activities:

### FAMILY AND STUDIO PROGRAMS

- Assist with studio programs and maintain supplies.
- Assist teaching artists in classes (Pre-K through adult).
- Assist with ArtLab (interactive area for pre-K through 5th graders):
  - Maintain and update supplies in interactive stations.
  - Research and create interactive stations based upon upcoming exhibitions.
  - Monitor and assist visitors with special interactive stations.
  - Design and implement program evaluations.
- Develop and assist with program promotion.
- Assist teaching artists on Family and Community Days.

### SCHOOL TOURS AND DOCENT TRAINING

- Research state and national K-12 learning standards and explore the ways in which the Museum's Collection may be used on student tours to encourage learning for all grade levels.
- Conduct research for upcoming exhibitions, including pre- and post-visit activities, for docent and teacher resources.
- Design and develop hands-on tools for use by docents and student groups.
- Assist with the preparation of new docent training material.

### ADULT PROGRAMS

- Assist with adult programs, research possible presenters and program collaborators.
- Draft speaker contracts.
- Confirm lecturers.
- Assist with program promotion.
- Design and implement program evaluations.

### REQUIRED APPLICATION MATERIALS

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