



Erie Art Museum
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411 State Street, Erie PA 16501
Enter on East 5th Street
ph 814.459.5477
fx 814.452.1744
erieartmuseum.org

The Judy Cheteyan Internship at the Erie Art Museum

Judy and Michael Cheteyan believe that access to great arts and education make for a stronger community; and affordable exposure to these is crucial for all citizens. Judy and Michael underwrite various youth outreach programs. “It’s really a way to make connections with young people — to bring out their talent and allow them to develop their creativity.” To foster growth in the arts arena, above and beyond their ongoing support of many arts institutions, the couple has developed the Judy Cheteyan Internship Fund to underwrite a stipend for an annual internship. They believe in the power of smaller institutions and their ability to mentor aspiring professionals. They also endow internships at the Society for Contemporary Craft in Pittsburgh and Falling Water in the Laurel Highlands. The Erie Art Museum’s Cheteyan internship provides a recent college graduate the opportunity to gain professional experience within a nationally known museum. This three-month, paid internship provides firsthand experience working under the guidance of museum professionals with decades of experience in exhibit design, arts education, and public folklore.

Administration of the Internship

The Erie Art Museum administers the financial compensation for this internship. The Museum promotes the internship through its website, media releases, and notices through various electronic and social media. The intern will have recently earned a bachelor or masters degree and may be in graduate school. The internship will last for at least 12 weeks and start anytime in August or September, 2018. Students who are still in college may apply as long as they will graduate before they start their internship. The intern will receive a \$2,500 stipend. The internship may focus on Exhibition Development, Museum Education, or Collections Management. The application deadline is May 1, 2018. The Erie Art Museum will notify all applicants of their decision no later than June 1, 2018. Food and housing will not be included, but the Museum will work with local resources to help locate affordable, convenient accommodations, if necessary.

Selection Process

A three-member selection committee will be comprised of Judy Cheteyan, along with Susan Barnett, Curator of the Erie Art Museum, and Kelly Armor, the Director of Programing at the Erie Art Museum.

Eligibility Criteria:

The applicant must:

- Have earned a bachelors degree by the start of the internship.
- Be ready to devote him or herself full-time for 12-week period August – December, 2018.
- Be interested in an internship that focuses on Exhibition Development, Museum Education, or Collections Management. Applicants should possess a background in the focus they are applying under.
- The applicant shall be available for an interview by Skype or in person.
- Foreign applicants are welcome but are responsible for obtaining all necessary visas and work permits.
- Submit all requested application materials by the May 1 deadline.

Application Information

Applications for The Judy Cheteyan Internship are available on the Erie Art Museum's website or by calling 814.459.5477. Applications may be submitted electronically to edcoordinator@erieartmuseum.org (preferred method) or delivered to Carissa Brandt at the Erie Art Museum, 411 State Street, Erie, PA 16501. The applicant is chosen primarily on his/her academic achievement and broad participation in art-related activities. Apply using form below or retype all info into a word document.

Policy and Intent

It is the intention that all stipends awarded for this internship be made on an objective and nondiscriminatory basis and that this program operates in compliance with the Treasury Department and the Internal Revenue Service Code.

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Application

Full Name _____

Permanent Address _____

City _____ State _____ Zip _____

Current Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

S.S.# _____ Date of Birth _____

I am applying for an internship in:

Exhibition Development Museum Education Collections Management

Resume or curriculum vitae

(maximum of two pages)

Essay

Attach a separate, typewritten sheet indicating your goals, accomplishments, and the reasons you should be considered for an internship.

Transcripts

Provide a copy of your updated transcripts from all colleges/universities attended.

Recommendations

Provide two recommendation letters from teachers, counselors, or former employers that can attest to your ability as related to this internship. *(These letters may be sent with the application or directly from the person making the recommendation.)*

- Applications received after May 1, 2018 will not be considered.
- Incomplete applications will not be considered.
- All applicants will be notified of the committee's decision no later than June 1, 2018.
- All committee decisions are final.

Please email completed application to edcoordinator@erieartmuseum.org

or deliver all materials in a sealed envelope to: The Judy Cheteyan Internship
c/o Carissa Brandt
Erie Art Museum
411 State Street
Erie, PA 16501