

# Erie Art Museum

## Internship Information

### **Internship Format**

- Internships are unpaid. However, they may be used for academic credit.
- Internships are typically 10-15 hours a week over a 12-week period.
- Internships include professional development and training opportunities.
- Interns choose a departmental placement from the list below.

### **Dates**

2019 Spring: February 4 - April 29, Apply by January 14

2019 Summer: June 3 - August 26, Apply by May 20

2019 Fall: September 2 - November 25, Apply by August 12

\*Dates are subject to change

### **Departmental Placements**

#### **Collections**

Conduct object research, standardize information in the collection database, update object files and generate condition reports.

#### **Education and Interpretation**

Assist Education staff with interpretative planning for the Museum, help generate teacher materials and resources, plan and implement family art-making activities and lead tours.

#### **Graphic Design**

Assist staff with the design of marketing collateral and wayfinding such as brochures, programs, invitations, posters, signs, etc.

#### **Marketing**

Work with marketing staff on press releases, social media and other collateral.

### **Eligibility Requirements**

- Currently enrolled as an undergraduate or graduate student, or graduated within the same calendar year as the internship program.
- Completion of at least your freshman year of college by the start of the internship.
- A 3.5 grade point average or higher.

### **Stipend Opportunity**

Interns in this program are unpaid. However, donors have made one stipend of \$2,500 available for the fall of 2019.

### **How to Apply**

To be considered for the internship and/or the stipend, submit the online application and email PDFs of all required materials to [joshua.helmer@erieartmuseum.org](mailto:joshua.helmer@erieartmuseum.org) by the due date for the respective internship season. See above section on "Dates" for application dates.

### Application Requirements:

- **Online Application**
- **Résumé** including relevant employment and volunteer experiences.
- **Essay** (400 words max) explaining your interest in the museum/art field and why you are applying. Identify up to two areas of interest for internship placement and how your interests, skills, and experiences relate to the departments you have selected. See above section on “Departmental Placements” for placement descriptions.
- **Transcripts** (official or unofficial) for your entire undergraduate/graduate career, including the college or university you currently attend and any you have previously attended.
- **2 confidential letters of recommendation** from current or former college professors, academic advisors, or employers familiar with your skills and abilities. These letters must be emailed directly from the recommender with the applicant’s name in the subject line to [joshua.helmer@erieartmuseum.org](mailto:joshua.helmer@erieartmuseum.org) by the due date for the respective internship season.

### Frequently Asked Questions

#### **What is the dress code?**

Comfortable, business casual attire. If you are helping with an event, you’ll want an appropriate outfit that corresponds to how formal the event is.

#### **Do I get a lunch break?**

Interns may take their 60-minute lunch break whenever they choose. (Interns are encouraged to take a lunch break if they are working more than four hours.) The break room is equipped with a refrigerator, microwave, and coffeemaker. Downtown Erie is also home to a number of eateries: Starbucks, Subway, Jimmy Johns, Happy Garden Chinese, McDonald’s, etc.

#### **Where can I park?**

- Metered parking on the block around the Museum that interns may pay for on their own. The metered parking on 5th Street goes for 12 hours; meters on State and French must be refilled every 2 hours.
- Free, unmetered parking available west of Peach Street and east of Holland Street, a 4-5 block walk.
- Free parking lots along the Bayfront Highway by the Intermodal Transportation Center (just east of the Blasco Library). Free public shuttle is available at these locations: (EMTA FREE Bayliner Trolley Service [www.emtaerie.com](http://www.emtaerie.com) for service schedule)
  - Bayfront Park & Ride at Liberty Park: M–F, 7am – 5pm service every 25 min.
  - Intermodal Transportation Center: M–F, 6:15am – 11pm, every 9 min.
- Erie Insurance lot at 5th and French after 5pm and on weekends.