Internship Program
Internships at the Columbia Museum of Art provide opportunities to become familiar with and actively contribute to the inner workings of an art museum. They offer a challenging learning experience and promote awareness of museum careers. Students gain valuable experience working at the Museum and may be able to earn educational credits for their work.

Questions regarding the internship program should be directed by email to the Museum Intern Coordinator at internships@columbiamuseum.org or (803)343-2214.

Internship Areas
- Community Gallery
- Development
- Family Friendly Initiative
- Public Programs
- Visitor Services
- Social Media

All internships are unpaid.

Academic Credit
Some colleges give credit for internships. Students are responsible for making arrangements with their schools to receive credit.

If applying for multiple internships, please submit a separate application for each.

Application Deadlines
Deadline date refers to the date by which applications must be postmarked or received. Internships may have unique application deadlines that can be found in the internship descriptions. If there is no deadline within an internship description, please adhere to the following dates.
- June 15 for Fall Semester
- November 2 for Spring Semester
- March 1 for Summer Semester

Selection Process
- Once the application deadline has passed, museum staff will review application materials.

- Only final candidates will be contacted for interviews approximately one month after the application deadline.

- The frequency of internships available varies from department to department. A department may be unable to offer an internship for a particular semester, for varying reasons. Current available internships are listed under the employment section of www.columbiamuseum.org.
Checklist for Applying for Museum Internships

Packets MUST include:

☐ Cover letter of interest, which should include:
  o choice of Internship Area
  o statement of your interest in a particular department
  o what you can contribute in this position
  o what you hope to learn from your experience

☐ Current resume including all contact information (home and email address, telephone number), work experience, and 2 – 3 references

☐ Transcript of undergraduate or graduate records with a minimum of 3.0 GPA on a 4.0 scale. Official and unofficial transcripts are accepted

☐ Two letters of reference, including at least one from a college professor

Send your completed packet to:

Email: Please include the internship area you are applying for in the subject and body of your email.

internships@columbiamuseum.org

Mail: Please attention your packet to the internship area to which you are applying.

Intern Coordinator
Columbia Museum of Art
P.O. Box 2068
Columbia, South Carolina 29202

Please note:
To be considered for an internship, materials must be complete, per the above checklist. Please do not send incomplete application packets.
Community Gallery Internship

The Community Gallery intern assists with the coordination, installation and event planning for the David Wallace Robinson Jr. Community Gallery. This gallery is a public space gallery used to display exhibits provided by local and regional partner organizations. This gallery is associated with the Public Programs department.

Time Requirement
This internship requires one semester with a flexible schedule of 10-20 hours per week, and occasionally requires weekend and evening hours.

Because of the advanced nature of exhibit planning, longer internships are available in this area. If you are interested in a longer term, please inform us within your application packet.

Eligibility
Applicants must be college juniors or seniors, recent college graduates or graduate students. A major or minor in art, volunteer management, public relations or Museum administration is preferable. Computer skills are necessary, including Windows Office and using the Internet as a research resource.

Responsibilities
Dependent on schedule, academic background, interests and talents of the intern, responsibilities will include some or all of the following:

- Communicate with partner organizations to establish logistics timelines for each exhibit
- Work with partner organizations to establish exhibit info (concepts, dates, reception info), and communicate exhibit guidelines and logistics to the partner
- Provide the Marketing Department with information on each exhibit
- Install and De-install the exhibits
- Communicate with necessary Museum staff about the logistics of each exhibit
- Work with the Public Programs Department & exhibit partner to organize receptions
- Communicate with artists to arrange artwork drop-off and to collect label information
- Create artwork & artist bio labels
- Write exhibit introduction text panels
- Design layout of exhibit artwork
Development Internship

Time Requirement
One semester, with flexible schedule, from 15-25 hours per week, and occasionally requires weekend and evening hours.

Eligibility
Applicants must be college juniors or seniors or graduate students with a strong interest in development (fundraising), non-profit work or arts administration.

Responsibilities
Dependent on schedule, academic background, interests and talents of the intern, responsibilities will include some or all of the following:

- Support the Museum’s mission of educating, inspiring and enriching the lives of members of our community through art
- Coordinate event, membership and Contemporaries’ mailings through sorting membership cards, assembling complementary guest passes, addressing envelopes, etc.
- Support departmental efforts to identify, cultivate and steward individual and corporate donors and Museum members
- Conduct grant research and research funding opportunities of individuals, foundations and corporations
- Maintain individual, corporate and foundation files through database entry and filing
- Provide assistance in planning, coordinating, implementing and breaking-down meetings and events such as Development Committee meetings, exhibition openings, and other development and Contemporaries events.
- Provide assistance in planning, coordinating, implementing and breaking-down Contemporaries’ meetings and events such as the101 series, Artists of the Year, Black and White Ball, Oyster Roast, etc
- Assemble and distribute development materials including: sponsor/gala packets and membership gift baskets
- Coordinate scheduling and training of development volunteers
**Family Friendly Initiative Internship**

This internship is a special project opportunity, and will work with a number of departments as the Museum improves the ways in which we serve our family audiences. This internship will assist with event coordination, volunteer management, resource development, audience research, and overall communication.

**Time Requirement**

This internship requires one semester with a flexible schedule of 10-20 hours per week, and occasionally requires weekend and evening hours.

Because of the advanced nature of this initiative, longer internships are available in this area. If you are interested in a longer term, please inform us within your application packet.

**Eligibility**

Applicants must be college juniors or seniors, recent college graduates or graduate students. A major or minor in art, volunteer management, public relations or Museum administration is preferable. Computer skills are necessary, including Windows Office and using the Internet as a research resource.

**Responsibilities**

Dependent on schedule, academic background, interests and talents of the intern, responsibilities will include some or all of the following:

- Conduct surveys and current resource audits to determine the best ways to serve family audiences
- Assist with development of family friendly interpretive materials
- Review Museum communication materials and ensure family focused communication is included
- Attend and assist at family events
- Organize weekend family stations and oversee volunteers working these stations
- Attend Family Friendly Initiative meetings to take minutes and stay informed of ideas and feedback
- Conduct assessments of specific materials and projects to measure success of specific materials and projects
Public Programs Internship

Time Requirement
This internship requires one semester with a flexible schedule of 10-20 hours per week, and frequently requires weekend and evening hours.

Because of the advanced nature of event planning, longer internships are available in this area. If you are interested in a longer term, please inform us within your application packet.

Eligibility
Applicants must be college juniors or seniors, recent college graduates or graduate students with a strong interest in event programming, arts administration, and Art or Art History.

Important Information
The Public Programs department takes on a wide array of commitments and executes many varying and diverse programs. Unusual tasks often need to be performed on the fly and with little notice. Interns must think quickly on their feet, anticipate changes during events and programs, and be able to adapt.

Responsibilities
Dependent on schedule, academic background, interests and talents of the intern, responsibilities will include some or all of the following:

- Support the Museum’s mission of educating, inspiring and enriching the lives of members of our community through art
- Assist in developing, managing and executing programs
- Perform various tasks at events including evening and weekend events. These tasks will range from running check in, assisting performers and answering guest’s questions
- Must be able to lift 20-30 lbs, this internship requires physical activity
- Learn about the Museum’s collection, exhibitions and programs
- Assist with the coordination of and record minutes at the Public Programs Advisory Committee meetings
- Conduct grant research
- Assemble and distribute marketing materials including: event flyers and postcards
Visitor Services Internship

Visitor Services is a multi-faceted department charged with engaging the Columbia Museum of Art’s seasoned patrons and new visitors alike. Committed to creating the best possible visitor experience, Visitor Services provides in-person information and guidance. Visitor Services Interns will be exposed to the range of services covered by the department and experience how the team works to both engage the public and create positive lasting impressions.

Time Requirement
This internship requires one semester with a flexible schedule of 10-20 hours per week, and frequently requires weekend and evening hours.

Eligibility
Applicants must be college juniors or seniors, recent college graduates or graduate students. A major or minor in volunteer management, public relations or Museum administration is preferable. Computer skills are necessary, including Windows Office and using the Internet as a research resource. Public speaking and customer service experience are helpful.

Responsibilities
Dependent on schedule, academic background, interests and talents of the intern, responsibilities will include some or all of the following:

- Assist in updating volunteer application, manuals, and training materials
- Assist visitors to the Museum in acquiring resources, inform them of permanent and temporary exhibitions, and answer general questions regarding events, programs, and facilities
- Assist in the coordination, training, placement and supervision of volunteers
- Assist in investigating and implementing ways to improve the quality of the visitor experience
Social Media Internship

Please note this internship has a unique application and application deadline.

Spend time on Facebook? Do you love to Tweet? The Columbia Museum of Art is looking for a self-motivated and savvy Social Media intern to grow our social networks. The intern is expected to support current efforts by adding new levels of creativity to increase the use and impact of new media for the Museum. As an integral part of the public relations team, the intern markets the CMA message by: providing content for social media channels, evaluating social media channels, reinforcing strategies already in place and identifying areas of improvement to the web team. This is an unpaid internship.

The position focuses on the following key areas/tasks:
- Research and provide interesting, in-depth content for all social media channels
- Tweet and Post to Facebook on a regular basis
- Identify new and emerging social media sites
- Assist in defining a strategy to build and market a presence on social media sites
- Engage online audiences, ultimately encouraging user’s response/feedback

Criteria/Required Skills:
- Experience with social networking sites
- Excellent interpersonal, writing, and communication skills
- Highly proficient internet user
- Knowledgeable of web technology
- Passion for Museum growth and exposure via social media
- Strong understanding of social media in relation to the broader media
- Willingness to experiment and innovate
- Understanding of industry best practices, especially relating to social media at art museums
- Ability to work +/-12 hours a week and use personal computer

Deadline for Application: February 15, 2012
Interviews: February 16 - 17, 2012
Notification: February 21, 2012

Continued on next page
Social Media Internship Application
In order to be considered for an internship, you must submit a signed and completed application form along with an official transcript, current résumé and a recommendation letter from your academic advisor or professor. All application items must be submitted as a complete package. Although providing the information requested is voluntary, failure to provide complete answers may affect the review and consideration of your application. You will be notified to schedule an interview if you are being considered. The Columbia Museum of Art is an affirmative action/equal employment opportunity employer. Discrimination against race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.

Name: ________________________________________
Permanent Address: _________________________________________________________
Current Address: ___________________________________________________________
Email: ________________________________________________________________
Telephone: ______________________________________________________________

EDUCATION:
School________________________________________________________________________
Junior/Senior (please circle one)
School Address: _____________________________________________________________
Cumulative GPA: ________
*Please include an official transcript with your application.

Prior Social Media, Communications, Public Relations Experience:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Community/Professional Organizations, Honors, Awards:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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AVAILABILITY:
General Availability (Note: Interns are expected to work 12-15 hours per week.)
Monday morning ____    Thursday morning ____
Monday afternoon ____    Thursday afternoon ____
Tuesday morning ____    Friday morning ____
Tuesday afternoon ____    Friday afternoon ____
Wednesday morning ____    Available Any Morning ____
Wednesday afternoon ____    Available Any Afternoon ____
EMPLOYMENT HISTORY: (Includes paid, volunteer and intern positions)
Most Recent Employer: ________________________________________________________
Telephone Number: __________________________________________________________
Supervisor: (name and title) _____________________________________________________
Position Title: _________________________________________________________________
Description of Duties: __________________________________________________________
____________________________________________________________________________
Why would you like to work as a social media intern at the Columbia Museum of Art?
____________________________________________________________________________
____________________________________________________________________________
I certify that all of the statements in this application are true and complete to the best of
my knowledge. I understand that a false or incomplete answer may be grounds for not
considering me or for my dismissal.
Signature: ___________________________ Date: __________

Please send social media internship application, official transcript, current resume and
recommendation letter to allison@columbiamuseum.org or

Columbia Museum of Art
Attn: Social Media Internship Program
PO Box 2068
Columbia, SC 29202