

## ABOUT THE PROGRAM

The Gibbes Museum of Art offers unpaid, part-time internships during both the academic year and summer months. College students and recent graduates in Art/Art History, Arts Management, American Studies, Museum Studies, Communications, Arts Administration, Arts Education, Hospitality, and/or related fields are eligible to apply. Available opportunities are: Business & Administration, Collections, Curatorial, Development, Museum Operations, Special Events, and Summer Camp. Students may have the option to earn college credit—check with your school administrator for requirements.

The Gibbes Museum of Art internship program provides students with a wide range of opportunities. Internship experiences may include assisting with promotion and publicity efforts for museum exhibitions and programs, participating in exhibition planning meeting sessions, and assisting collection management, art installations, office support, and special events. Interns may also be directly involved in assisting with the development of interpretive public programs that serve a variety of audiences including arts professionals, historians, educators, students, youth, families, seniors, and members of both the Charleston local and tourist communities.

## ABOUT THE MUSEUM

The Gibbes Museum enhances lives through art.

- We engage people of every background and experience with art and artists of enduring quality.
- We collect and preserve art that touches Charleston.
- We provide opportunities to learn, to discover, to enjoy and to be inspired by the creative process.

## REQUIREMENTS

Candidates applying for an internship must:

- have completed at least one year of college
- be currently enrolled in a college/university
- or
- have earned an undergraduate degree no more than one year prior to the start of the internship.

## APPLICATION PROCEDURES

Students interested in an internship at the Gibbes Museum of Art should complete the attached application and send the following materials. If you are accepted as an intern you may be required to approve a background check.

- resumé
- official copy of your transcript
- personal letter explaining your reasons for applying to the Gibbes Museum of Art Internship program. Letters should include: what you hope to gain from the experience, what you feel you can contribute to the department in which you are applying, and how this kind of experience might help enhance your education and career plans. Please indicate the department(s) to which you are applying and state the reasons for your choice(s).
- two letters of recommendation (can be included in packet or e-mailed to [interns@gibbesmuseum.org](mailto:interns@gibbesmuseum.org))

## HOW TO APPLY

Please submit a completed Gibbes Museum of Art Internship Application and additional materials to:

Gibbes Internship Program  
Gibbes Museum of Art  
135 Meeting Street  
Charleston, SC 29401



APPLICANT INFORMATION

Last Name		First Name	
Mailing Address	City	State	ZIP
Telephone (home)	Other Phone	E-Mail	
College/University		Location	
Major	Minor		
Date of Graduation			
Date of Birth	Place of Birth	Citizenship	

How Did You Learn About the Internship Program? (please check)

Gibbes Museum Website     Word of Mouth     Internship Program Alumni

College Website (please specify \_\_\_\_\_)

Other (please specify \_\_\_\_\_)

Internship Session(s) for which you are applying: (please check)

Fall     Spring     Summer

I would like to intern in the following department: (Please indicate your 1st and 2nd choice.)

\_\_\_\_\_ **Business and Administration** (This internship will allow for an overview of the accounting and business processes of a non-profit organization.)

\_\_\_\_\_ **Collections** (Summer internship not available: This internship works with the collections department on cataloguing, condition reporting, installation, and other projects.)

\_\_\_\_\_ **Curatorial** (Summer internship not available: This internship works with the curatorial department on research projects and preparing materials for exhibitions.)

\_\_\_\_\_ **Development** (This internship will gain insight into the inner workings of a small but active development office, experiencing a variety of tasks related to fundraising.)

\_\_\_\_\_ **Museum Operations** (Learn different aspects of running a museum. This internship can include experiences with visitor services, store logistics, security, public engagement, education, development, programming, exhibition operations, and office support.)

\_\_\_\_\_ **Special Events** (Summer internship not available: This internship will assist the events team with museum fundraising and private events, social media, and office support. Interns must be 21+.)

\_\_\_\_\_ **Summer Camp** (This internship works with ages 4-10 for at least one month during the summer. In your letter please include summer availability.)

