



## **Gibbes Museum of Art College Internship Program**

### **APPLICATION DEADLINES**

Applications are due 90 days prior to beginning of requested semester.

### **ABOUT THE PROGRAM**

The Gibbes Museum of Art offers part-time internships during both the summer and academic year. The Museum is seeking college students and recent graduates in Art/Art History, Arts Management, American Studies, Museum Studies, Communications, Arts Administration, Arts Education and/or related fields for internships in the Education, Communications, and Curatorial departments. Computer skills are essential.

The Gibbes internship program offers **unpaid** internships in which students may be eligible to earn college credit.

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 with installations, data entry, 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 of Art exists to link the art of our past with the art of our future through innovative exhibitions, acquisitions, interpretation and educational programs that preserve and promote of the art of Charleston and the American South.

### **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.

- resume
- 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).

## HOW TO APPLY

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

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

## APPLICANT INFORMATION

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_

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Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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Telephone (home) \_\_\_\_\_ Other Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

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College/University \_\_\_\_\_ Location \_\_\_\_\_

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Major \_\_\_\_\_ Minor \_\_\_\_\_

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Date of Graduation \_\_\_\_\_

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Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

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

- Gibbes Museum Website
- Word of Mouth
- College Website
- Internship Program Alumni
- Other (please specify) \_\_\_\_\_

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

- Fall
- Spring
- Summer (curatorial internship is not available in the summer)

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

\_\_\_\_\_ Education & Outreach

\_\_\_\_\_ Public Relations

\_\_\_\_\_ Curatorial (summer internship not available)