

# Summer Internships at the Chrysler Museum of Art

The Chrysler Museum of Art is proud to offer college students and recent college graduates the opportunity to explore museum work through special projects designed by members of the Chrysler staff. Internships help familiarize students with career opportunities in the museum field by giving them a variety of departments to choose from. The Museum currently offers an eight-week summer internship program that begins in June.

## When Are Internships Offered?

June 5- August 3, 2018

Weekly work schedule: Tuesday- Friday, hours may vary

**No stipends are provided. Internships may be taken for credit through your college. Acceptance into the internship program does not secure interns' employment with the Chrysler Museum.**

## How to Apply

To apply for a Summer Internship, candidates should submit the following:

- A cover letter of interest, in which you state:
  - Your interest in an internship at the Chrysler Museum of Art
  - How this experience will help you achieve your career goals
  - Three departments of interest and why  
Please list them in order of preference. The departments are listed below.
- A letter of recommendation from faculty/previous employer/volunteer coordinator
- A resume or curriculum vitae

*Application materials will not be returned to you. Do not send originals.*

## Application Deadline

Applications are due no later than Friday, February 16, 2018 by 5:00 p.m. You may submit applications via email to [mdouglas@chrysler.org](mailto:mdouglas@chrysler.org). Include "2018 Summer Internship Program" in the subject line.

You may mail your application to:

Chrysler Museum of Art  
Maegan Douglas  
Education Department  
One Memorial Place  
Norfolk, VA 23510

Interviews will be conducted in March. All candidates will be notified via mail of decisions made by Friday, April 20, 2018.

## What types of Internships do we offer?

### Curatorial

The Curatorial team is responsible for finding and securing works and exhibitions for the Museum. They work years in advance to contract special exhibitions and research works to purchase for the Museum's permanent collection.

Curatorial interns will research exhibitions slated to be on view. They will work closely with the curatorial team to find information about special exhibitions. They will learn the details of exhibition creation and implementation.

### Design

The Design team is responsible for creating all visual and graphic materials for the Museum. They develop marketing materials, exhibition design and much more.

Design interns work closely with this team to learn all that it takes to design for the Museum. They assist the design team with external design communications related to exhibitions, such as ads, banners, and posters. They also help with the design of murals and labels for exhibitions.

### Development

Members of the Development team secure financial support for the Museum. They generate ideas for fundraising projects, which include membership competitions, receptions, trips, and special events.

Development interns will learn how to coordinate and execute the summer exhibition members' opening party, learn about membership statistics, and assist in generating statistical reports for the current fiscal year. Interns will also assist in lower level cultivation and maintenance by drafting correspondence and helping with member events.

## Research

Research interns spend time honing their writing and researching skills. Using the Jean Outland Chrysler Library and online tools, research interns work on projects assigned by the Museum Director. Writing short articles and book summaries as well as assisting the Director and observing his daily activities, these interns gain valuable insight about museum careers.

## Education

The Education department interprets the Museum's collections and offers a wide range of learning experiences for the public. Experiences include tours, classes, workshops, lectures, films, and festivals. The Education department is responsible for engaging the community and working with new or untapped visitor bases. The team creates gallery activities, family guides, and engaging response stations.

Education interns spend time with each member of the Education department. They will work with docents and assist in the planning and implementation of summer programs, including Camp Chrysler and Tickle My Ears, a monthly program for ages 2 through 5. Education interns will also learn about community engagement and reaching new audiences.

## Facilities

The Facilities department is responsible for the care and upkeep of the building and grounds. The department keeps the Museum in good working order and cares for the building to ensure the safety of the art.

Facilities interns will develop hands-on skills in heating, ventilation and air conditioning (HVAC) and electrical applications along with flooring, general building repairs, plumbing, and building codes. The ideal candidate is someone pursuing a degree in facilities management, HVAC, engineering technology or related fields.

## Registration

The Registration department creates and maintains records on all works of art. They manage legal documents for works on loan as well as works that are gifted to the Museum. They coordinate and oversee a variety of projects, including accessioning, deaccessioning, works on loan, shipping, installation, insurance, art storage, and art cleaning.

Registration interns will review, organize, and complete data entry of the Chrysler Museum's deaccession records using The Museum System, collection management and archive software. This in-depth project will help interns strengthen their skills in database management, record keeping, and updating object files. Please note that this internship will most likely not include object handling.

### Video Editing

The Chrysler Museum's Perry Glass Studio is constantly looking for new ways to engage and educate the public. Working with video captured by the studio team, this intern will edit and co-produce behind-the-scenes informative and fun training videos about studio operations. The ideal candidate has experience with Final Cut Pro or comparable video editing software.

### Visitor Services

The Visitor Services department ensures that all visitors have a great experience at the Museum. They work in the galleries, assist and teach visitors, create the visitor map, and help establish best practices to create an inclusive Museum environment.

Visitor Services interns will work on projects involving training, accessibility, and translation. They will also help with new data collection and analyze existing data about our visitors.

## Inquiries

For more information, please contact Maegan Douglas, Public Programs Coordinator, at [mdouglas@chrysler.org](mailto:mdouglas@chrysler.org) or 757-333-6221.