



Weisman Art Museum
333 East River Road, Minneapolis, MN 55455
612-625-9494
weisman.umn.edu

UNIVERSITY OF MINNESOTA

Weisman Art Museum Intern Application Form

To submit:

ACROBAT PROFESSIONAL USERS: Complete the application and save the document to your computer. Email the application as an attachment to Craig Amundsen at amund185@umn.edu.

ACROBAT READER USERS: Complete the application and print. Fax to Craig Amundson at 612.625.9630.

Name: _____ **Date:** _____

Address: _____

Phone: _____ **Email:** _____

This form will help the museum staff match your interests, goals, and experience with appropriate museum projects. You need not have all of the experiences we ask about here. Foreign language or computer experience, for example, can direct our thinking about the projects that would be open to you. Briefly respond below (200 word maximum per section) and attach a resume.

Your goals for an internship experience at the museum:

Educational background:

What do you hope to learn from your internship here at the Weisman?

Work background: (Summarize experience; do not list all employment. Emphasize any skills related to your interests at the museum.)

How many hours per week are you willing to commit and for what period of time?

What times are you generally available?

Clerical skills (typing and computer experience):

Relationship to University of Minnesota, if applicable:

Are you currently employed elsewhere? If yes, please describe:

Former museum experience, if applicable:

Ability with foreign languages, if applicable:

Please list two references:

1. Name: _____ Relationship: _____

Phone: _____ Email: _____

2. Name: _____ Relationship: _____

Phone: _____ Email: _____

Departments at the Weisman Art Museum

Director's Office and General Administration

The director orchestrates all the varied activities of the museum and its staff. Program planning, fundraising, outreach, and fiscal and administrative management are the primary activities of this office. A wide variety of project-related and/or clerical assistance experiences would be available in this office for interns.

Curator's Office

The curator is responsible for organizing exhibitions and maintaining information on the museum's collection. Interns can assist with work on exhibition or collection projects. Library research on artworks from the collection could be involved.

Development and Membership Office

The Development Office raises funds for museum operations and programs and maintains relationships with donors, funding agencies, and foundations. Interns can assist with fundraising efforts and with donor recognition activities.

Public Art on Campus Program

Housed in the Weisman, this program commissions artists to create public works of art for new buildings and renovated buildings on the University of Minnesota campuses. The program coordinator advertises projects, oversees the artist selection process, and supervises the design development and installation of the each art piece. Interns help with all aspects of this process, including helping to maintain a slide bank of artists.

Education Program

The Education Program develops and implements interpretive programs at the museum that advance the educational goals of exhibitions and promote use of the permanent collection. Programs include classes (credit and non-credit), lectures, symposia, family day events, youth programs, informal talks, and guided tours. Interns assist with developing and implementing various aspects of the education programs.

Registrar's Office

This office manages logistics of exhibitions and loans; keeps all records pertaining to the permanent collection. Collection management interns could help with exhibition preparation, paperwork, and installation, could learn about the collection through data entry of collection records, could learn techniques of art handling and condition reporting, and could help with ongoing daily tasks.

Communications and Events

This division works to raise public awareness of the museum and its many activities through a program of media relations, marketing, and special events. Interns can assist with writing projects, special event planning and coordination, mailing list development, and a wide variety of clerical and operational activities.

Museum Store

The store helps interpret museum collections and program by offering merchandise (books, crafts, jewelry, posters, cards, t-shirts) for sale. The Museum Store operates the Art Rental Program, which offers original art for rental to university students, faculty, and staff. Interns can assist with sales, visual merchandising and display, or retail management.