



## **2024 Davis Museum Summer Internship Program**

(<https://www.wellesley.edu/davismuseum/students/internships>)

**What:** The Davis Museum Summer Internship, which is available to current Wellesley College students, provides a paid opportunity for students to work with Davis Museum professionals to gain broad exposure to the museum operations, acquire an overview of museum practices and policies, and gain marketable professional skills and experience. Interns will have unique access to operations at one of the most acclaimed academic museums in the country.

While working at the Davis, interns will:

- gain mentorship from museum professionals
- work in interdepartmental teams and build collaboration skills
- participate in workshops on topics like museum writing, art historical research, museum teaching, and grant writing
- have weekly networking opportunities with Davis staff
- attend virtual and in-person field trips consisting of interactive experiences and tours with museum professionals from a broad range of departments at institutions across the United States and globe.

Stipend for the entire summer: \$3,500 before taxes. Housing and dining on campus is provided.

**Where:** The Davis Museum at Wellesley College. This is a fully in-person internship.

### **Why:**

**Exposure:** Gain exposure to daily life in an exciting academic museum, as well as to the larger art world through field trips and presentations.

**Connections:** Make important connections – both inside the Davis, working directly with staff members, and outside of the Museum in the local and national art world (museums, auction houses, galleries, artist studios, Wellesley Friends of Art, etc.)

**Impact:** Summer interns have a vital role at the Davis and work on meaningful projects that have a direct impact on the museum – no running to get coffee, guaranteed. Past projects have included inventory of the Davis collection, updating the database, producing written content for an exhibition catalog, building a virtual exhibition, and researching potential acquisitions.

## ELIGIBILITY:

Wellesley students of all majors, first-years, sophomores, juniors and non-graduating seniors are encouraged to apply.

**FUNDING AMOUNT:** Stipend for the entire summer: \$3,500 before taxes. (*Note: the stipend for the Internship Coordinator and the DeLorme Intern position is \$4,000.*) Housing and dining on campus is provided.

**INTERNSHIP COMMITMENT:** The eight-week internship will take place from June 17 - August 9, and students are expected to work from 9 am - 5 pm at 35 hours per week in-person, in addition to occasional evening and weekend hours for field trips and special events. Students must also complete Career Education's online Summer Pathway.

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**AWARDS AVAILABLE:** This year, we are able to offer the following positions. **Students may apply to multiple internship positions with one application; however, please be sure to address each position you're applying for in the required essay questions.**

- **Internship Coordinator** (1 position available): Under the supervision of the Curator of Education and Public Programs at The Davis Museum, the Summer Internship Coordinator plans, develops, and manages many aspects of the Davis Museum Summer Internship Program. During the spring semester, the Intern Coordinator assists with the hiring process, including management of student employment and housing forms, and plans all summer activities such as workshops, field trips, and meetings. The Internship Coordinator acts as a liaison between the interns and Davis staff, and is responsible for managing the program budget. During the summer, the Internship Coordinator is also responsible for the daily management and administration needs of the program, and acts as a leader for the rest of the intern cohort.

*The Internship Coordinator's responsibilities begin part time in March 2024. During the spring semester, the Internship Coordinator will receive \$15/ hour. The Internship Coordinator must be available full time for Summer 2024 and will receive a \$4,000 stipend for the summer.*

- **Curatorial interns** (1-2 positions available): Curatorial interns will assist members of the Davis's Curatorial staff with exhibition-related work, potential acquisitions, and general curatorial responsibilities. They will conduct research and work on a variety of projects involving the permanent collection and temporary exhibitions, as well as undertake daily administrative duties.

- **Education intern** (1 position available): The Education intern will work with the Curator of Education and Public Programs to design programs and activities for the summer and upcoming academic year. The intern will work on a variety of projects aimed at increasing the Museum's accessibility to a broad range of public audiences with a focus on K-12 outreach. Projects will include creating lesson plans and developing resources for a teacher resource center and designing initiatives in increasing college student engagement.
  - **Digital Marketing and Administration interns** (1-2 positions available): The Digital Marketing and Administration Intern actively supports a wide range of projects for the Director's Office and Friends of Art programs. Job duties include designing and managing digital and print campaigns, Mailchimp list maintenance, assisting with content development for the Davis mobile app, maintenance of the museum's website and Facebook pages, evaluation of and work with the museum's social media presence, as well as other responsibilities such as data management, compiling reports, managing membership cards, assisting with events, general office support, and research. Some projects will overlap with other departments, enabling interns to gain a broad exposure to all areas of museum operations.
  - **Collections Management intern** (1 position available): The Collections Management Intern will aid the Museum Registrar in carrying out tasks related to the organization, documentation, and care of the Davis collections. The intern will manage the Print Study Room and monitor the use of works by students, faculty, scholars, and the general public. They will assist with cataloging, inventory, and photography of the collection, work with the Museum's collections management system (The Museum System), and be trained in art handling. Some projects will overlap with other departments, enabling interns gain broad exposure to all areas of Museum operations.
  - **DeLorme intern** (1 position available): The DeLorme Internship is specially awarded to an advanced student with museum experience and provides an opportunity to conduct object-based research in an area of the Davis Museum's collections. Under the supervision of one or more of the Museum's curators, the DeLorme Intern will develop an independent curatorial project, which will result in an online exhibition, longterm gallery rotation, or small in-gallery exhibition. The intern may also assist with publications, collections management, and exhibition development.
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## APPLICATION INSTRUCTIONS

Students apply through [Workday](#). Please [click here for application instructions](#). The Workday application cannot be saved so must be completed in one sitting.

**APPLICATION DEADLINE:** March 1, 2024 (5pm EST).

**REQUIRED FOR APPLICATION:** This is a competitive internship program. Please complete the application with as much relevant information as possible. Staff members will review these applications to determine which candidates will be invited for an interview. Candidates will be contacted for interviews in March, with decisions being made in late March.

**Students may apply to multiple Davis Museum internship positions with one application; however, please be sure to address each position you're applying for in the essay questions.**

All required documents must be uploaded in PDF and named in this format: Name\_DocumentType (e.g., TrinHan\_CoverLetter; SallyBaez\_Transcript).

1. **Resume**
2. **Essay Questions:** **If applying to more than one opportunity, please address which ones in your essay questions.**
  - **Interest** \*Describe your interest in this specific internship in no more than 250 words.
  - **Career and Academic Goals** \*How will this internship contribute to you achieving specific career and academic goals? In no more than 250 words.
  - **Experience** \*List any relevant work, research, or volunteer experience, in no more than 250 words.
3. **Writing Sample:** Please attach a writing sample in which you discuss one of your favorite objects in the [Davis collections](#) in no more than 250 words.
4. **Transcript** (unofficial from Workday)
5. **Reference (email and phone number)** *\*This information will be entered directly into the application so it does not need to be in PDF form.*

## QUESTIONS?

Please contact: **Dr. Semente**, Curator of Education and Public Programs ([ap120@wellesley.edu](mailto:ap120@wellesley.edu)) or (781) 283-2064)