

VOLUNTEER INTERNSHIPS

Internships are available in the education department, public relations/marketing department, and partnerships and membership department. Applicants must choose only **one** department.

The **education department** offers volunteer internships to college students who enjoy working with people and who are interested in learning more about all aspects of museum education. An internship acquaints students with the Museum's collection and programs and provides an opportunity to gain experience in a professional setting.

The **public relations and marketing department** internship is designed to allow interns to see a variety of aspects of the role marketing and PR plays in the Museum's day-to-day activities. Interns will gain an appreciation for the overall impact media relations has on the Museum's reputation and outreach.

The **partnerships and membership department** internship provides hands-on experience for those interested in museum administration and event planning. The position assists with the coordination and execution of member and donor programs along with corporate events.

POSITIONS

The education department offers three internship positions during the fall and spring semesters and five positions in the summer months. The public relations and marketing department and the partnerships and membership department each offer one internship position during the fall, spring, and summer months.

Interns, under the guidance of staff members, assist in routine departmental work that ranges from clerical support and research projects to assisting in the planning, preparation, and implementation of Museum programs and events.

All internships are unpaid and generally last three months. A prearranged schedule (no less than twelve hours per week) will also include occasional evening and weekend events.

Students are responsible for making appropriate arrangements with their schools and internship supervisor to receive credit for internships.

QUALIFICATIONS

Positions are open to college students with a background in art history, fine/studio art, art education, communication, marketing, advertising/public relations, art administration, and museum studies.

Acceptances are also determined according to students' academic achievements, experiences and interests, interpersonal skills, and future career goals.

TO APPLY FOR AN INTERNSHIP

Please complete and submit the following materials:

- Internship Application Form
- Statement-of-purpose cover letter clearly describing your academic and career goals, personal interests, and the skills that you could bring to a Kimbell Art Museum internship
- Resumé or CV
- College transcript (official or unofficial)

Incomplete applications will not be accepted.

Materials should be addressed or faxed to one of the following:

EDUCATION DEPARTMENT INTERNSHIP

Education Coordinator
Kimbell Art Museum
3333 Camp Bowie Blvd.
Fort Worth, TX 76107
817-877-1264

PUBLIC RELATIONS AND MARKETING INTERNSHIP

Marketing and PR Department
Kimbell Art Museum
3333 Camp Bowie Blvd.
Fort Worth, TX 76107
817-877-1264

PARTNERSHIPS AND MEMBERSHIP INTERNSHIP

Membership Department
Kimbell Art Museum
3333 Camp Bowie Blvd.
Fort Worth, TX 76107
817-877-1264

APPLICATION DEADLINES AND IMPORTANT INFORMATION

Fall semester—August 15

Spring semester—November 15

Summer—February 15

- All applicants will receive an e-mail acknowledgement of receipt of materials.
- Only those selected for an interview will be contacted after the application deadline.
- Applicants selected for an internship will be notified within two weeks of their interview(s).
- Direct questions to the education coordinator at connieh@kimbellmuseum.org.

INTERNSHIP APPLICATION FORM

Please indicate the internship for which you would like to be considered. Applicants must choose only **one** department.

- EDUCATION DEPARTMENT INTERNSHIP
- PUBLIC RELATIONS AND MARKETING INTERNSHIP
- PARTNERSHIPS AND MEMBERSHIP INTERNSHIP

Please indicate your preferred semester or time of year.

FALL

SPRING

SUMMER

Date of application _____

Name _____
Last First Middle initial

Address _____

Telephone _____ E-mail address _____

EDUCATION

College / University _____ Year in school _____

Major / Minor _____ Grade point average _____

Courses you have taken that would be relevant to your experience as a Museum intern: _____

Honors / awards _____

Computer skills _____

RELEVANT WORK / VOLUNTEER EXPERIENCE

(Work with children, studio-art background, job experience, public speaking)

REFERENCES

(Please list name, job title or relationship, and telephone or e-mail address.)

Materials should be addressed or faxed to one of the following:

EDUCATION DEPARTMENT INTERNSHIP

Education Coordinator
Kimbell Art Museum
3333 Camp Bowie Blvd.
Fort Worth, TX 76107
817-877-1264

PUBLIC RELATIONS AND MARKETING INTERNSHIP

Marketing and PR Department
Kimbell Art Museum
3333 Camp Bowie Blvd.
Fort Worth, TX 76107
817-877-1264

PARTNERSHIPS AND MEMBERSHIP INTERNSHIP

Membership Department
Kimbell Art Museum
3333 Camp Bowie Blvd.
Fort Worth, TX 76107
817-877-1264

Application checklist:

- Internship Application Form
- Statement-of-purpose cover letter clearly describing your academic and career goals, personal interests, and the skills that you could bring to a Kimbell Art Museum internship
- Resumé or CV
- College transcript (Official or unofficial)

Application deadlines:

Fall semester: August 15

Spring semester: November 15

Summer: February 15