



Noyes
Museum of Art
STOCKTON UNIVERSITY

Noyes Museum Internship Program

For Spring, Summer, and Fall 2024, and Spring 2025

ARTV 3924-001 – NOYES MUSEUM INTERNSHIP – (4 credits)

Prerequisite: Open only to sophomores, juniors, and seniors; minimum GPA of 3.0 required
Permission of Instructor (POI) Required: Art majors should contact Prof. Kate Ogden at kate.ogden@stockton.edu. Other students should contact a sponsor in their major. If they don't know a potential sponsor, they may ask Prof. Ogden for assistance.

Students must also arrange an interview with Mr. Michael Cagno, Director of the Noyes Museum (michael.cagno@stockton.edu). See Selection Process below.

Course Description

Arts Course (A): Interns will work at the Noyes Museum at Kramer Hall (Hammonton) and the Arts Garage (Atlantic City). Assignments may include installation and de-installation of exhibitions; researching and writing about artists; working with computerized collection catalogue; creating exhibition signs and labels; helping plan and run special events; assisting with art classes; giving gallery tours; helping with marketing and social media, and more. Students will keep a journal, create a final visual presentation, and write a brief concluding paper for their faculty sponsor.

About Our Internships

The Noyes Museum of Art of Stockton University presents art exhibitions, cultural events, and innovative programs in the arts. The museum is currently accepting applications for spring, summer, and fall semesters. These are unpaid positions. Fall and spring internships are usually arranged for academic credit. Summer internships can be arranged on a volunteer basis or for academic credit. To register for academic credit in the summer, students need to contact a faculty sponsor. Interns work in their area of interest and are offered a chance to make real contributions to the museum while gaining valuable experience in a dynamic work environment. The Noyes Museum of Art is seeking interns who are energetic, enthusiastic, and self-motivated.

Internship Objectives

The Museum's objective is to provide interns with a meaningful educational experience where they can gain firsthand practical knowledge of the museum field and arts administration. This program is structured to provide opportunities to learn about aspects of museum operations, to work on a variety of projects, and to pursue educational goals and career plans.

Selection Process

The Museum accepts students with a minimum GPA of 3.0. Interested candidates must fill out the application and email it to Jenavieve Petrecca at jenavieve@noyesmuseum.org. After receipt of the application, candidates of interest will be contacted to schedule an appointment for either a telephone or on-site interview. Upon acceptance to the internship program, interns will receive information outlining their start and end dates, hours of work and responsibilities. **Unless they are volunteer interns, students also need to register using an online POI from their faculty sponsor.**

Internship Scheduling

Internships last the duration of a semester of the student's choice. Interns are expected to work a minimum of 7 hours per week, with a set schedule, although they will need to be flexible. When scheduling, we will work around your class schedule. Some evening and weekend hours are required. Interns are encouraged to attend monthly events and activities outside of their project responsibilities.

Course Requirements

1. Complete all projects assigned by the site supervisor(s).
2. Write a weekly journal summarizing projects and tasks assigned, with photos documenting the week, to be submitted to the site supervisor(s).
3. Create and achieve Student Learning Outcomes (SLOs). These student-led objectives are what the student hopes to gain from the internship. These should be submitted for approval to both the on-site supervisor and the faculty sponsor by the end of the second week of the internship. (cont'd.)



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4. Remain at the internship worksite for the agreed upon period for which they are scheduled. If a student cannot attend their scheduled workday, they must immediately notify their internship coordinator. If there is a change to their work schedule, students must reschedule their hours.
5. Students are required to prepare and give a final presentation capturing their internship experience. In addition to the site supervisor(s), the faculty sponsor will attend if possible.
6. Students must write a short concluding paper for their faculty sponsor explaining what they did during the internship and what they learned about museum work.

Potential Projects

Interns will work on different assignments at the Noyes Arts Garage of Stockton University (Atlantic City), becoming acquainted with the general functions and operations of the Museum. Noyes staff supervise interns, assigning and overseeing tasks, and act as liaison for interns with other members of the Noyes organizations.

Administration/Business

Assist with planning & implementation of exhibitions, marketing, facilities management
Research best practices for arts management, marketing, potential programs
Provide on-site and off-site assistance and support to Noyes management
Collect data and create reports on museum operations
Create business and marketing plans for Noyes Museum locations

Archives/Collections

Maintain and update collection accession and catalog information
Work with archivist at the Stockton University library to digitize Noyes archives
Inventory and write condition reports for collection objects in storage; collections care projects such as: record photography, clerical/research assistance
Update Artist Resource File including digital images, slides, resumé

Education

Assist with planning & implementation of art classes for adults and children
Research and write exhibition education guides
Train to become a museum guide and lead school tours
Assist with the Noyes Summer Art Camp (Summer Internship requirement)

Curatorial

Research and planning for exhibitions
Assist with installation and dismantling of exhibitions including: packing/unpacking, hanging of signage, movement of artwork within the galleries, spackling and painting
Preparation of labels, checklists, price lists
Completing paperwork including receipts, loan agreements, and condition reports

Graphic Design*/Marketing/Public Relations/Social Media

*If applying for graphic design, portfolio submissions are required.
Assist with social media site engagements, research marketing opportunities
Draft press releases for upcoming exhibitions, programs, and events
Design flyers, posters for both print and digital formats
Photography: record events and programs, select photos for promotion of Noyes events

Hospitality/Event Planning

Serve as Hospitality Assistant for Noyes events, such as openings, facility rentals, and special events
Provide on-site and off-site assistance and support to Noyes management during events
Assist in planning and coordination of events (food and beverage services, registration, support materials, evaluation processes, promotions, etc.)
Assist with office and front desk support (phone, mail, correspondence)



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Internship Application: 2024 - 2025

Specify internship session for which you are applying:

_____ Spring 2024
Deadline 10/30/23

_____ Summer 2024
Deadline 4/29/24

_____ Fall 2024
Deadline 7/15/24

_____ Spring 2025
Deadline 10/30/24

Last Name

First Name

Home Address

E-mail Address

Phone Number(s)

College/University

Major/Minor

Graduation Date

Graduate School

Major/Minor

Graduation Date

Are you legally eligible to work in the United States during the internship term?

_____ Yes

_____ I will require visa sponsorship

Will you be receiving academic credit for this internship? _____ Yes _____ No

Name of faculty sponsor for this internship: _____

Email Address

Phone Number

Office Address

Check your area(s) of interest (if more than one, number in order of priority):

___ Administration/Business

___ Archives/Collections

___ Curatorial

___ Education

___ Marketing

___ Hospitality/Event Planning

___ Graphic Design*
*portfolio required

___ Public Relations/
Social Media

___ Other



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Essay: Between 300-500 words. (Attach a separate sheet to application)

Why are you interested in participating in an internship at the Noyes Museum of Art?

Your availability - Interns must work at least 7 hours per week with a set schedule:

Hours of Operation - Arts Garage, AC: Wed. - Sun.:11am - 6pm (may include some evenings & weekends)

_____ Sunday _____ Monday _____ Tuesday _____ Wednesday
 _____ Thursday _____ Friday _____ Saturday

References (a minimum of two; do not include friends or family members):

Name	Phone Number	E-mail Address	Relationship
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Name	Phone Number	E-mail Address	Relationship
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Name	Phone Number	E-mail Address	Relationship
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Advisor or head of your department:

Name	Phone Number	Office Address
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Email Address

How did you learn about this program? (check all that apply)

_____ Noyes Website _____ Visit to the Noyes _____ College/University
 _____ Former Noyes Intern _____ Other (please specify) _____

Please e-mail your application, cover letter, and resumé to:

Jenavieve Petrecca: jenavieve@noyesmuseum.org

Michael Cagno: michael.cagno@stockton.edu

*If applying for graphic design, portfolio submissions are required.