Noyes
Museum of Art
STOCKTON UNIVERSITY

For Stockton University Students:

Internship Opportunities 2019 -2020

ARTV 3924-001 – NOYES MUSEUM INTERNSHIP – (4 credits)
Prerequisite: Open only to sophomore, junior and senior students
Permission of Instructor Required –
Contact Prof. Kate Ogden at Kate.Ogden@Stockton.edu (AS225)
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 collection catalogue database; creating exhibition signs and labels; helping plan and run special events; giving gallery tours; helping with marketing; social media; and sales in shop. Students will keep a journal, research and write about Noyes collection artists, create a final visual presentation, and/or other written assignments as required by the faculty sponsor.
Faculty: K. Ogden

Internships
The Noyes Museum of Art of Stockton University presents exciting exhibitions, cultural events, and innovative programs in the arts. The Museum is currently accepting applications for internship positions in the spring, summer and fall of 2019. These are unpaid positions. Spring and Fall internships are usually arranged for academic credit. Summer internships can be arranged for academic credit or on a volunteer basis. To register for academic credit in the summer, 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 or mail it to Saskia Schmidt, Director of Education at Saskia.Schmidt@Stockton.edu. After receipt of the application, candidates of interest will be contacted to schedule an appointment for either a telephone call 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.

Internship Information
Internships can last from three months to one year, with exceptions for specific January and summer term projects. Interns are expected to work a minimum of 7 hours per week, with a set schedule, although they will need to be flexible. Some evening and weekend hours are required. Interns are encouraged to attend monthly events and activities outside of their project responsibilities.

Potential Projects

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

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
Maintaining and updating collection accession and catalog information
Working with archivist at the Stockton University library to digitize Noyes archives
Inventory and condition reports for collection objects in storage, collections care projects such as: record photography, clerical/research assistance
Updating of Artist Resource File including digital images, slides, resumés

Education
Assist with planning & implementation of art classes for adults and children
Research for exhibition education guides
Train to become a museum guide, leading school tours
Develop evaluation surveys
Assist with organizing and implementation of art classes, children's activities, special event projects, teacher workshops, and assistance with "Youth Art Gallery" exhibitions and guide training sessions

Curatorial
Research for exhibitions planning
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
Assist with social media site engagements, research marketing opportunities
Develop evaluation surveys
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 activities

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: 2019 – 2020

Specify internship session for which you are applying:

_____ Summer 2019	**_____ Fall 2019**	**_____ Spring 2020**	**_____ Summer 2020**
Deadline 4/15/19	**Deadline 4/15/19**	**Deadline 10/30/19**	**Deadline 4/15/19**

Last Name **First Name**

Home Address

E-mail Address (at school) **Email (personal)** **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 academic advisor 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	_____ Graphic Design	_____ Hospitality/Event Planning
_____ Marketing	_____ Public Relations/ Social Media	_____ Other

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Essay: Why are you interested in an internship at the Noyes Museum of Art? (300-500 words)

Your availability - Interns must work at least 7 hours per week with a set schedule:
Hours of Operation - Kramer Hall (Hammonton): Mon. – Fri. 9:30am–5pm (may include some evenings & weekends); **Arts Garage:** (A.C.) Wed.-Sun.:11am-6pm (may include some evenings & weekends)

_____Sunday _____Monday _____Tuesday _____Wednesday

_____Thursday _____Friday _____Saturday

References (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

Advisor or head of your department:

Name	Phone Number	Office Address

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 or mail your application, a letter of recommendation and resumé to:

Attn.: Saskia Schmidt, Director of Education
The Noyes Museum of Art of Stockton University
Kramer Hall
30 Front Street
Hammonton, NJ 08037
609.652.1776 x5200
Saskia.Schmidt@Stockton.edu