South Dakota Art Museum
Internship Program

The South Dakota Art Museum is pleased to offer opportunities for qualified graduate and undergraduate students to intern for the summer of 2015. Based on a system of supervised learning, the internships enable students to understand how a museum operates and how to relate this experience to academic and professional goals.

The South Dakota Art Museum offers several internships with a modest stipend upon completion. Students are responsible for arranging academic credit with their sponsoring institutions. The South Dakota Art Museum seeks applications from undergraduate juniors and seniors, and recent graduates majoring in the Visual Arts, Art Education, Museum Studies, Education, History, Graphic Design, Consumer Affairs, Marketing, Journalism and those who are interested in pursuing a museum career. Excellent research, writing, communication, and computer skills are required.

Internships last one semester (15 weeks) during the Summer, with a minimum time commitment of 20 hours and a maximum of 37 hours per week.

Internship availability is determined by staff need and the number of challenging intern projects. Internships areas may be available in Administration, Collections, Education, Exhibits, Marketing and Retail. For more information on museum careers, visit: [http://www.bls.gov/ooh/Education-Training-and-Library/Curators-and-museum-technicians.htm](http://www.bls.gov/ooh/Education-Training-and-Library/Curators-and-museum-technicians.htm) or, [http://museumstudies.si.edu/](http://museumstudies.si.edu/)

Interns may indicate particular areas of interest on the application form. Each area listed considers candidates for internships. In addition, some areas are actively seeking interns for ongoing or special projects.

During the internship, the Museum will offer scheduled programming designed to provide a broader understanding of Museum operations and practices. These programs are scheduled and SDAM interns are required to attend.
South Dakota Art Museum
Internship Opportunities: May-August 2015
Full time: 15 weeks 37 HPW-$1000 stipend
Part time: 15 weeks 30 HPW-$500 stipend

SUMMER 2015

Collections/Registrar- (two interns desired)
Interns will work with the Coordinator-Curator of Collections on a paper conservation project funded by the Institute for Museum and Library Services-Museums for America grant program. This intern will work directly with art objects. Students with an interest in museum studies, art conservation or contemporary works on paper are encouraged to apply.

Interns will receive one-on-one training by the Coordinator of Collections in the handling of artwork, conservation, special concerns and considerations of working with works on paper. The interns will provide assistance and will gain extensive experience in conservation treatment of works on paper especially in areas of adhesive removal, tear repair, flattening, matting and framing.

Given the nature of this project, interns should demonstrate attention to detail, exceptional handling skills and respect for the artwork.

Exhibits- (one intern desired)
Intern will work with the Coordinator of Exhibits and will assist in exhibit development, research, preparations, installation and clerical duties related to exhibits.
- Assist with research of individual artists
- Assist with researching/writing for upcoming exhibitions
- Assist with the preparation for and mounting of exhibitions
- Assist with clerical duties on exhibit projects

Graphic Design- (one intern desired)
Intern will work with the Coordinator of Marketing and Exhibits and will assist in the design and development of visual media for marketing and promotion efforts.
- Design marketing materials for exhibitions, including postcards, posters, and handouts
- Design exhibit catalogs
- Create Museum promotional materials, including brochures, mailers, handouts, and ads
- Help maintain the Museum website
- Maintain consistency of the Museum brand throughout all promotional materials
- Other duties could include staffing the information desk and welcoming visitors, member/visitor services and plan and staff events and classes

Knowledge and experience in Photoshop, InDesign and Illustrator a must. Photography experience a plus.

Marketing- (one intern desired)
Intern will work with Coordinator of Marketing and will assist in current marketing plans.
- Assist in the promotion and marketing of exhibitions
- Assist in the planning, promotion, marketing and implementation of Museum events and workshops
- Assist in media relations efforts
- Assist in brand awareness, reputation management and public relations efforts
- Prepare reports and review outcomes with appropriate staff regarding individual projects
- Help maintain the Museum website and social media sites
- Other duties could include staffing the information desk and welcoming visitors, member/visitor services and plan and staff events and classes

Retail- (one intern desired)
Interns will work with the Museum Store Coordinator in various aspects of retail, assisting with merchandising, and interfacing with the public.
- Store design and remodel considerations
- Product selection and research
- Marketing
- Website

Important dates:
Applications Due: January 23, 2015
Interviews: February 2-6, 2015
Intern Notification: February 13, 2015
South Dakota Art Museum Area Descriptions:

Administration
While staff members in every area of the museum serve administrative functions, the driving force of the Museum leadership is the Director. The Director is responsible for realizing the museum’s mission. He/she makes recommendations to the board and its committees for policies, initiatives, plans, and budgets affecting every aspect of the museum’s operations, including but not limited to collections management, exhibitions and programs, finance, fundraising and the management of buildings and grounds. The Director leads the museum staff in the implementation of activities approved by the board.

Periodically the Director requests an intern to assist with a current museum initiative. In that event, candidates will be selected from the relevant semester’s pool of internship applicants.

Collections/Registrar
The work of the Collections Curator encompasses registrar and conservation disciplines. The Curator of Collections is responsible for the development, study, and collaborative interpretation, physical inventory of the permanent collection, loans, and any other work of art entering or exiting the Museum. Management of the collections includes making shipping, crating, insurance arrangements; conducting inventories and tracking locations of objects; documenting each work of art through written reports, photography and research. This area maintains a collections management database, which documents all entering and exiting artwork and provides access to information about the works of art in the collection. In these capacities, the Collections Curator draws upon expertise in art history, science, research methods, grant writing and best practices in collection stewardship. The oversight of collections often includes public speaking, writing, and fundraising.

Exhibits
The work of the Exhibits Curator encompasses the development and implementation of exhibits. The Curator of Exhibits is responsible for the identification, development and execution of exhibits. In these capacities, the Curator of Exhibits draws upon expertise in art history and design. Their oversight of exhibits often includes public speaking, writing, and fundraising.

Education:
The Education area fosters life-long learning in several spheres of activity: professional development programs for teachers and school visits for students. This area works with all areas within the Museum on all matters that impact visitor experience, and with external partners such as universities, community groups and professional organizations. The Education area is committed to empowering all people through the visual arts, to promote creative and sustainable living and to universal design as a principle and aspiration.

Marketing:
The Marketing area at the South Dakota Art Museum plays an important role in communicating SDAM messages to donors, members, and the public. Through earned media advertising and social media the Marketing Specialist has multiple avenues to convey the Museum’s message. The Marketing Specialist prepares copyediting and proofreading for newsletters, brochures and signs. The Marketing Specialist also works with elected officials to gain support for SDAM initiatives.

Museum Store:
The Museum Store manager plays an important role in the Museum’s vision. The Manager is responsible for the identification of vendors, securing merchandising, preparing vendor payments, developing promotions and visual merchandising.
SDAM Internship FAQ’s:

When are internships available?
Internships are offered during Summer semester with exceptions made for specific projects. The availability of internship positions within specific museum areas will vary.

Who is eligible to apply?
All applicants who are considered a College Junior, Senior; graduate programs or have recently graduated are eligible.

Where can I find the application form?
The application form is available by emailing Lisa.Scholten@sdstate.edu

Where should I send my application?
Your completed application packet should be sent to:
Lisa Scholten, Coordinator/Curator of Collections
South Dakota Art Museum, Internship Program
Box 2250, SDSU
Brookings, SD 57007

Or email to: Lisa.Scholten@sdstate.edu

How do I know that an internship is available in my area of interest?
The Museum is a dynamic environment and projects for interns cannot always be clearly articulated well in advance of an intern arriving. Please read our area descriptions be certain to identify your top two choices for placement.

If accepted into the program, do you offer housing?
The SDAM can provide information about housing to assist in your search; the Museum however, does not provide housing.

Are Museum Interns compensated?
The Museum offers a nominal stipend at the conclusion of the internship. Some colleges and universities offer assistance to students taking unpaid internships. Students should contact their college or university directly to determine if such funds are available. Intern stipend is $1000/full-time; $500/part-time.

When will I hear back about the status of my application?
Applications are routed to specific areas of interest and intern mentors contact selected individuals for interviews.

If I am not accepted for an internship for a specific term, may I reapply?
Yes, you are invited to resubmit your application for subsequent terms. You might also consider gaining experience by volunteering at the SDAM.

Still have questions?
If you have additional questions not answered above, please email: Lisa.Scholten@sdstate.edu or call 605-688-6702