

# Samuel P. Harn Museum of Art Intern Application Packet

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## **Samuel P. Harn Museum of Art Museum Mission Statement**

The Samuel P. Harn Museum of Art promotes the power of the arts to inspire and educate people and enrich their lives. To this purpose the Museum builds and maintains exemplary art collections and produces a wide variety of challenging, innovative exhibitions and stimulating educational programs. As an integral part of the University of Florida, the Museum advances teaching and research and is a catalyst for creative engagement between the University and diverse local, state, national and international audiences.

### **Internship Program Description**

Since 1990, the Harn Museum of Art has provided internship opportunities to college undergraduate and graduate students as well as non-students interested in pursuing art museum careers. Internships have been offered in all Museum departments with the goal of exposing interns to standard museum procedures, issues, and practices.

Internships offer the opportunity for those interested in museum related professions to gain valuable practical experience in the field while receiving guidance and mentoring from museum professionals. In addition, the museum benefits from the work and contributions made by the intern towards the goals and daily activities of the museum.

Harn Museum internships are available on an ongoing basis with two yearly application deadlines and selection periods. Internships require a specific number of hours per week as outlined in each project description, during which interns complete the objectives of a specific target project as well as daily departmental assignments. Interns have the opportunity to participate in departmental meetings, special events, and various educational programs when appropriate.

Harn Museum of Art internships are open to all qualified individuals, without reference to age, race, ethnicity, color, religion, sex, sexual orientation, national origin, or condition of disability.

## Overview of Intern Opportunities

The Samuel P. Harn Museum of Art offers a wide variety of internship opportunities to undergraduate and graduate students, recent college graduates, and non-students interested in pursuing museum careers.

Internships will generally relate to a specific project and department within the Museum. Departments currently accepting interns include the Curatorial, Education, Marketing and Public Relations, Finance and Operations, Registration, and Development Departments (see descriptions below), and applicants are encouraged to indicate a preference for a specific project within the department (**current project descriptions available from Intern Coordinator via email by request to [abrowne@harn.ufl.edu](mailto:abrowne@harn.ufl.edu)**). Weekly work schedules can be flexibly arranged depending on the intern's needs, Museum hours, and the Museum staff's schedule.

In addition to applying for departmental and special internships, applicants may submit their own proposals. (For instructions regarding student internship proposals, please see the "Student Initiated Proposal" (SIP) instructions in this packet.)

### **Internship Appointments and Deadlines**

Applications are accepted for internships for the Fall, Spring, and Summer academic terms. **NOTE: Applications for the Summer term is due March 1<sup>st</sup>; applications for Fall term is June 1<sup>st</sup>; applications for the following year's Spring term are due October 1<sup>st</sup>**

### **Course Credit and Funded Internships**

Some internships are eligible for an monetary award through the Criser Internship, the E. Robert Langley Scholarship or the Dixie Neilson Museum Studies Registration Internship, if requested in the application and indicated in a cover letter. For descriptions of each, refer to "Currently Available Funded Internship Opportunities" section in this packet. (**NOTE: Prior to applying, students receiving other financial aid should consult with Financial Services regarding what effect, if any, acceptance of either of these scholarships may have on their overall financial aid package.**) A student at the University of Florida may earn credit for an internship arranged with their advisor or professor as long as he/she is enrolled and pays for the credits during the semester(s) of the internship. If you are not a University of Florida student, you will need to check your institution's policy regarding credit for paid internships.

Within the School of Art and Art History (SAAH) at the University of Florida, a three-credit internship is equal to approximately 9 hours of work per week during a standard semester. Hence, 135 hours is the minimum a student must work to earn three hours of credit. If the student wishes to complete the internship during a shortened summer term, the hours should be adjusted accordingly so that the minimum 135 hours are worked (ex., approximately 23 hours per week in a 6-week period). Again, if you are not a student in the SAAH or at the University of Florida, you will need to consult your college, department, or institution about policies regarding credit for internship hours. Non-credit internships and non-funded

internships are also available on a volunteer basis; hours are to be determined by the prospective intern and the internship coordinator or supervisor on a semester basis.

### **Qualifications**

Students applying for internships at the Harn Museum should be graduate or undergraduate students in good standing at the University of Florida or their respective institutions. Qualified undergraduate students will carry a minimum GPA of 3.0; graduate students, a GPA of at least 3.5. **Note:** If your GPA does not meet the standards listed above at the time of your application, please enclose a letter explaining any extenuating circumstances or change of major that might have affected it.

Applicants not currently enrolled as a student in any college or university must have at least a B.A. in a related field or comparable work experience.

Qualified applicants will also demonstrate the following:

- interest in an art museum career or related profession
- dedication to museum standards, ethics, and professionalism
- a commitment to the mission of the Harn Museum
- strong writing and research skills
- a desire to further his/her personal educational and career goals by way of successful completion of an internship at the Harn Museum.

Current students as well as recent graduates should include one set of official transcripts with their applications, regardless of where the degree was earned.

### **Selection Criteria**

In selecting and placing applicants in an internship position, preference is given to matching the opportunities currently available at the museum with the department preference choices identified by the applicant. Additionally, staff availability and the suitability of the project for museum, staff, and applicant requests are considerations in the selection and placement process. Finally, the cover letter of intent, academic standing, skills, experience, and letters of recommendation also figure into the selection process. Student applying for PR/Marketing Projects must submit 3 samples of previous work.

### **Review Process & Notification**

Upon receipt of application materials, an acknowledgement email will be sent to the applicant. Interviews are required for finalists in the selection process; telephone interviews may be substituted. Applicants selected for **Spring** internships will be notified by **November 1<sup>st</sup>**; applicants selected for **Summer** internships will be notified by **April 1<sup>st</sup>**, applicants selected for Fall internships will be notified by **July 1<sup>st</sup>**. ALL applicants will be notified of the Museum's decision to select or decline an application.

## Brief Descriptions of Departments at the Harn Museum of Art

### **Curatorial**

The Curatorial Department is responsible for the acquisition, exhibition, and interpretation of works of art for the Harn Museum. The department is organized into five curatorial areas that encompass international art from ancient to current times: Asian Art, African Art, Modern Art, Contemporary Art and Photography. Research, collection development, and public presentation are dedicated to enhancing the educational mission of the University of Florida by providing an arena for critical inquiry, aesthetic exploration, academic support and cultural exchange.

### **Education**

The Harn Museum's Education Department develops, produces, implements, and evaluates educational programs supporting the museum's exhibitions while providing the public with a center for interactive learning. In active collaboration with the other departments at the Harn Museum, the Education Department's goal is to attract, engage, and educate a diverse population through careful planning, management, and review of educational programs.

The departmental mission is to focus on cultural and academic programs that encourage study, reflection, and dialogue in response to art. Through partnerships with University departments, local school systems, public library and community groups, a wide variety of programs for all ages are offered including public lectures and performances, curriculum materials for use in public schools, and school and public tours led by highly-trained volunteer docents. The Department also maintains the Museum's presence in the community through participation in community arts activities.

The Education Department maintains a growing collection of resource materials in the Bishop Study Center for use by Museum staff, educators and the visiting public. This includes books, videotapes and computer resources. The Department also recruits, trains and coordinates the Museum's docents.

### **Marketing and Public Relations**

The Marketing and Public Relations department communicates information about the Harn Museum to the media and public and is responsible for all marketing and promotional endeavors in order to increase attendance and community involvement.

This includes generating general brochures and press kits on the Museum and exhibitions; writing news releases on current and upcoming exhibitions, events, or issues; producing promotional advertising and marketing campaign materials; maintaining the museum website; and making presentations on the museum to local groups and organizations. Meeting with and responding to requests from media representatives is a significant role of the department.

The department also creates the Harn Alliance Members' magazine, *InForm*, a multi-page publication, and maintains the Museum's mailing list for correspondence with museums, art galleries, art organizations, and local, state and national media.

The Harn Museum Store functions as an extension of the public relations mission of the Harn Museum of Art. The Store's main duty is to provide service to the Museum membership and the public. This is done primarily through the thoughtful presentation of an inventory that simultaneously reflects facets of the exhibits and provides informative insights into artistic achievement in general. The hope is that the visitors will pursue greater understanding of the artwork or artists on exhibit and will have the opportunity to purchase an item commemorating their visit.

### **Finance and Operations**

The Museum's Finance and Operations Department is responsible for the following areas of operation: Personnel, Finances, Security, Technology and Maintenance.

The Business Office offers assistance with purchasing, financial management, record-keeping, personnel issues such as payroll and hiring, office and general supplies and computers, to name a few.

The Director of Technology creates and implements the Museum's technology plan, which includes research, purchase and upgrading of equipment, training of staff on use of equipment, assisting with technology needs of new and current staff and outside presenters, and maintaining the proper connections to servers.

### **Registration/Preparation**

The Registration and Preparation department is responsible for the intellectual and physical control and safety of all works of art in the possession and care of the Museum. Among other things registration staff maintains object records, oversees object cataloguing, and arranges transportation and insurance for loans while ensuring object safety through appropriate environmental conditions, proper handling and archival storage and display methods. The preparation staff is responsible for object crating and packing, gallery preparation and maintenance and oversees the installation and de-installation of all the museum's exhibitions.

### **Development**

The Development Department is responsible for the fundraising priorities of the Museum. Memberships, grants, sponsorships, and major gift fundraising (gifts over \$100,000) are the responsibilities of the Department. The Department relates to the Museum as a whole by attempting to facilitate the budget needs of each Museum department and by strategically planning for endowment growth of the institution.

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### **Any Questions?**

The Harn Museum is here for YOU! If you have any questions, please feel free to contact us at (352) 392.9826; ask for the Intern Coordinator. For general information, you may also visit our website at [www.harn.ufl.edu](http://www.harn.ufl.edu). Click on "About" and then "Work with Us."

## Currently Available Funded Internship Opportunities

The following funded internships are currently available at the Harn Museum of Art. **Note:** All of the following are categorized as financial aid by the University of Florida's Office of Student Financial Affairs. Whether you are a University of Florida student or not, please consult your respective financial aid advisor to discuss the implications this award may have on your overall financial aid package. Please note: you must first be selected to the Harn internship program before you are considered for a funded internship.

### **The Criser Internship**

The Criser Internship at the Harn Museum of Art is available on a semester basis to University of Florida graduate students and undergraduate seniors who are currently enrolled and in good standing. The Criser Internship carries a stipend of \$2500 per semester and is available for fall and spring semesters each year. The successful applicant may be majoring in any field of study if academic preparation, experience and interests are appropriate for a particular internship opportunity. Internships may be offered in the following departments at the Harn Museum: Administration, Curatorial, Development, Education, Marketing and Public Relations, and Registration. Selection is based on the applicant's suitability for the designated project and strong writing, research and critical thinking skills. In addition to the standard application materials, an applicant should have official transcripts sent to the Museum and should enclose a writing sample (i.e. research paper) in the application. Additionally, the letter of intent should explain why the applicant feels he/she should receive this prestigious award. The award will be withheld if no suitable applications are received, or if no suitable projects are available in a given semester. This ensures that both the student and the Museum benefit from the internship. As a condition of the award, upon completion of the internship the student must write a letter to the donor summarizing his/her experience at the Museum.

### **The Dixie Neilson Museum Studies Registration Internship**

The Neilson Internship is available one semester per calendar year to graduate students earning Master of Arts degrees/certificates in Museum Studies both at the University of Florida and other institutions. This internship focuses on aspects of registration at the Harn Museum and is overseen by the Harn Museum of Art registrar. This internship is project-based and carries a stipend of \$1250. Selection is based on application review by the Harn Museum registrar in consultation with the Museum director. In addition to the standard application materials, interested applicants should also have official transcripts sent to the Museum and should tailor the letter of intent to explain why the applicant believes he/she should receive this award. The award will be withheld if no suitable applications are received, or if no suitable projects are available; this ensures that the internship is mutually beneficial to both the student and the Museum. Students who are selected for the internship may re-apply once the semester is over if the project carries over into the following semester. As a condition of the award, upon completion of the internship the student must write a letter to the donor summarizing his/her experience at the Museum.

### **The E. Robert Langley Internship through the UF School of Art and Art History**

The E. Robert Langley Internship is supported by the University of Florida School of Art and Art History through The E. Robert Langley Scholarship Fund.

The E. Robert Langley Internship is available to undergraduate and graduate students enrolled full-time in the University of Florida's School of Art & Art History. The Langley Internship is available spring and summer terms. The number and amount awarded is variable and determined annually. Final approval of the Museum's selected applicants is made by the School of Art and Art History.

# Internship Application Form

Please type or print clearly in blue or black ink and answer all questions completely. Include additional sheets if necessary.

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Last Name	First Name	Middle Initial	Other names used
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Current Address	Valid through (date)
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City	State	ZIP Code	Country of citizenship
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Current telephone number	UF ID #	GatorLink E-mail address
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Permanent address

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City	State	ZIP Code
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Hometown

Please indicate which semester(s) you are applying for:

Fall                       Spring                       Summer

Are you applying for course credit for this internship?

Yes                       No                       Undecided

Are you enrolled in the UF Museum Studies program?

Yes                       No

## Department and Project Selection

Please list three Harn departments, supervisor and project in which you would like to work, with "1" denoting the department in which you are most interested. Please contact the Harn Intern Coordinator, Allysa Browne, [abrowne@harn.ufl.edu](mailto:abrowne@harn.ufl.edu) or call 352-392-9826 ext. 2149,

for a list of the current projects available in each department, as projects change each term. We can fax or e-mail you this information. Only if you are submitting a student-initiated proposal (optional), indicate this in the “project” space by writing “SIP” and follow the guidelines on the last page in this packet. All applicants for graphic design projects must submit 3 examples of their work along with the application.

1. \_\_\_\_\_  
 Department and Supervisor Project
  
2. \_\_\_\_\_  
 Department and Supervisor Project
  
3. \_\_\_\_\_  
 Department and Supervisor Project

**Funded Internships**

If you meet the requirements described previously in the information section of this packet and wish to be considered for one of the following funded internships, please check the appropriate box below. **NOTE: Prior to applying, students receiving other financial aid should consult with Financial Services regarding what effect, if any, acceptance of these scholarships may have on their overall financial aid package.**

- The E. Robert Langley Scholarship
- The Dixie Neilson Museum Studies Registration Internship
- The Criser Internship

**Availability Information**

The following information is necessary for proper internship placement. Please note that most **museum staff members work a standard work week (8 AM to 5 PM, M-F)**, although the Harn Museum of Art is open to the public Tuesday through Friday from 11 AM to 5 PM, Saturday from 10 AM to 5 PM, and Sunday from 1 PM to 5 PM. Please keep these hours in mind as you make a tentative schedule; work hours will ultimately be dictated by the requirements of the specific internship for which you are applying.

Hours per week prepared to work:

Anticipated weekly availability (days/hours):

**Education**

List the university or institution at which you are currently enrolled (if applicable).

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University/Institution name	Location
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Type of degree, diploma, or certificate sought	Anticipated month/year of completion
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Major area(s) of study	Minor area(s) of study	Graduate or Undergraduate
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Name of university department head/ advisor/ major professor or institution director; Title

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Office address

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City	State	ZIP Code
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Telephone number (s)

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Email address (of university department head/advisor/major professor or institution director)

**Your Previous Education**

School	Location	Dates attended	Degree/Major/Program of Study
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Describe applicable major research and/or projects undertaken:

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## Skills

List working knowledge of international languages:

Language:

\_\_\_\_\_  READING  CONVERSATIONAL

\_\_\_\_\_  READING  CONVERSATIONAL

\_\_\_\_\_  READING  CONVERSATIONAL

If English is not your native language, please rate your English skills:

Reading: (circle one) Average Good Excellent

Speaking: (circle one) Average Good Excellent

Writing: (circle one) Average Good Excellent

Other relevant skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your computer skills and software knowledge:

\_\_\_\_\_

\_\_\_\_\_

## Experience

Applicable paid or volunteer work experience, including internships. **Note:** Even if you attach a résumé, this section **must** be completed.

\_\_\_\_\_

Name and address of organization

Dates worked

\_\_\_\_\_

Job title and duties

Circle one: Paid Volunteer

\_\_\_\_\_

Name and address of organization  
Dates worked

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Job title and duties

Circle one: Paid Volunteer

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Name and address of organization  
Dates worked

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Job title and duties

Circle one: Paid Volunteer

**References**

Names of two persons with whom you have studied with or worked for whom will serve as references and have been asked for letters of recommendation. These should be employment or academic references, not personal friends or relatives.:

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Name	Position
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E-mail address	Telephone number
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Name	Position
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E-mail address	Telephone number
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**Criminal History**

Have you ever been convicted of a crime, pled guilty or no contest to a crime, had adjudication withheld and/or prosecution deferred, driving under the influence, driving while intoxicated or other traffic convictions? If no, please enter N/A. If yes, please give exact dates and details:

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Please tell us how you learned about the Harn Internship opportunity:

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**Signature**

I authorize and release the University of Florida to verify all information submitted in support of my application, including but not limited to my application and résumé. I certify that the application and/or resumé submitted are a complete and accurate description of my work experience, education and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge. I understand that acceptance into the intern program is contingent upon the results of a background check.

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Signature

Date

**See additional required materials list on next page.**

### **Additional Required Application Materials**

PLEASE DO NOT STAPLE OR PLACE IN A BINDER, FOLDER OR NOTEBOOK;  
PLACE THESE REQUIRED ITEMS TOGETHER WITH YOUR APPLICATION FORM  
IN A PLAIN, LARGE ENVELOPE.

1. A short letter of intent (no longer than one page). This should serve as the cover letter for your application and **should include the following information:** the semester and year you are interested in working (i.e., “Spring 2010, or Summer 2010 etc.), including proposed starting and ending dates; whether or not you want to earn credit for the internship and, if so, how many; the number of hours you anticipate working per week; why you are interested in this internship; how this internship relates to your coursework and/or major area of study; and specific educational and career goals that you wish to achieve by completing it. **If you are applying for a funded scholarship, your letter should also be tailored to explain why you believe you should be considered for the requested award.**
2. Two letters of recommendation addressed to: **Harn Internship Coordinator**, one from each individual you have listed as a reference above. Please DO NOT send these letters separately; they should be included in the application. Make sure that they are each sealed in an envelope and written on official letterhead paper.
3. One set of official transcripts from current institution. Recent graduates should also include this information.
4. Please check the funded internship descriptions for which you are applying. The Criser Internship applicants need to submit a writing sample in addition to the other required application materials.
5. If you are applying for a graphic design projects, either in PR/Marketing or Education you must submit 3 examples of your graphic design work.

**PLEASE DO NOT STAPLE OR PLACE IN A BINDER, FOLDER OR NOTEBOOK; PLACE ALL REQUIRED ITEMS TOGETHER WITH YOUR APPLICATION FORM IN A PLAIN, LARGE ENVELOPE. Application materials must be submitted to the museum on or before the following: October 1st for the following Spring term internships, March 1st for Summer and June 1 for Fall term internships. Application materials should be sent to:**

The Samuel P. Harn Museum of Art  
Attn: Internship Coordinator  
PO Box 112700  
Gainesville, FL 32611-2700

## Optional: Student-Initiated Project (SIP) Guidelines

In addition to applying for projects identified as available by Harn staff, applicants may submit their own proposals for projects. Please follow the guidelines as they are outlined below to make a project proposal for an internship at the Samuel P. Harn Museum of Art. **Applicants are strongly encouraged to contact a Museum staff member before submitting a self-designed proposal to gauge whether or not there is any initial interest in the project. The Intern Coordinator can direct you to the appropriate staff member.** You should include the following information:

1. A **detailed description** of the project that you wish to complete. This should include the department you wish to work in (see application form), anticipated duration (semester, year, etc.), your faculty advisor for the project at your respective institution (if applicable),\* and the museum staff member who will supervise your project. This should be someone in the museum whose current research or projects are best suited to your project proposal. Please indicate how the proposed project relates to your coursework and/or major area of study and specific educational and career goals that you wish to achieve by completing it.
2. A **timeline** that details your anticipated schedule over the course of the semester/year/summer.
3. A **writing sample**. If you feel that your application cover letter is sufficient, you do not need to submit a writing sample. However, students submitting a project proposal are strongly encouraged to provide a sample research paper or equivalent writing sample. If the internship that you are proposing is not writing-based (if you are proposing a web design internship, for example), submit those sample materials that you feel best reflect your abilities in that area.

A number of criteria will determine the selection of a student project proposal. Most important are staff availability and the suitability and priority of the project for museum and staff needs.

Your proposal should be as detailed as possible. If your proposal is selected for an internship, it will serve as a contract between you and your museum staff supervisor. If you are planning on earning credit for the internship, you may need to fill out a form with your respective school or college.

**NOTE:** This proposal should be submitted *in addition to* the standard application form. Proposals that are submitted without the standard application form and its corresponding materials will not be considered. \*If you are a student who wishes to earn credit for the internship, one of your letters of recommendation for the proposed internship should be written by your faculty advisor, or the person at your institution who will supervise your project.