Interns at Reynolda House Museum of American art learn about the historical home of R. J. and Katharine Smith Reynolds and its collection of American Art, as well as the decorative arts and historic estate, while generally exploring the operations of museums.

With a grant from the Walton Family Foundation and Ford Foundation’s Diversifying Art Museum Leadership Initiative, we are able to offer two paid internships in the Education Department. All other positions are unpaid unless otherwise noted.

Offerings for Summer 2019
- Collections Internship
- Education Internship – Paid and unpaid opportunity
- Public Programs Internship

To apply
Interested students should carefully review and follow the requirements for the internship(s) to which they are applying. Students may apply to more than one internship with one application. All applicants should submit the following:
1. The Summer Internship Application Form, available on our website.
2. A written statement about your interest in this program. Please include your past and current academic and other experiences which you feel have prepared you for the internship. Also include what you hope to accomplish in terms of your career goals by having an internship at Reynolda. (This should be about one third of a page to one page in length.)
3. A resume or curriculum vitae.
4. Any other materials requested by the internship you are applying for, which may include answering specific questions, offering references, or getting a letter of recommendation from a professor who has had you in class. This may be sent separately from the application; email is acceptable. If required, the application is not considered complete until this faculty letter of recommendation is received.

Academic Credit
Students may be eligible to receive academic credit for internships, subject to college/university approval. Accepted students are responsible for making arrangements, providing necessary forms and materials to the internship supervisor, and communicating all requirements of their schools to ensure that the internship structure fulfills these academic requirements. If applying and seeking credit, be sure to ask your advisor or Registrar’s office how many total contact hours you will need over the semester.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations for all final candidates being considered for an internship.
Collections Management Internship

Requirements
Applicant must:
- Be a matriculated undergraduate student and have completed at least two semesters of course work, preferably including art history courses.
- Have an interest in museums and registration or collections management.
- Have excellent attention to detail, discretion with sensitive records, and an organized work ethic.
- Proficiency with computer skills
- Experience with museum collections management databases (specifically TMS) is a plus.

Time Commitment
- 5-10 hours per week during office hours (Monday-Friday, 9:30am-4:30pm).
- Flexible start – can be summer or fall. If seeking academic credit, dates can be arranged according to semester schedules.

Collections Management Internship Description
The Collections intern will work with the Collections Management department on various aspects of collections management. The intern’s main project will be to input data into existing records in the museum’s collections management database, TMS (The Museum System). The intern will be trained on how to use TMS, which is the most widely used system in American art museums, and will input curatorial information into individual records under the supervision of the Assistant Collections Manager. Other projects could include assisting with the department’s IPM (Integrated Pest Management) procedures and historic house maintenance.

To Apply
Complete Semester Internship Application Form, available on the website, and submit as indicated along with required materials (written statement, and resume or C.V. Faculty recommendation letter optional).
Education Internship (Regular unpaid and DAMLI paid internship)

Requirements
All applicants must:
- be a currently enrolled undergraduate student and have completed at least two semesters of college work (including courses in art history, history, studio art, or cultural studies like African American Studies or American Studies)
- have a strong interest in learning about American culture and museum education
- have an ability to communicate well with the public
- have an interest in working with students in grades K-9

Time Commitment
- Approximately 8-10 weeks between mid-May and mid-August
- Available to work from 14 to 21 hours per week. If you need academic credit, the time commitment will depend on your school’s requirements. Schedule is generally 2 to 2 ½ days a week with a 9:00 a.m. start time.
- Should be available for at least one full week of summer camp (work hours for these weeks generally 8:30-1:30, M-F, during the end of June and during July)

Summer Internship Description
Interns in the Education Department will:
- become familiar with and assist in the daily operation of the education and program departments, which includes school and adult tours and family programs and more
- help prepare for and execute Summer Adventures programs for children; all summer interns will have the opportunity to assist in the classroom for Art Adventures and Writing Adventures summer camps
- undertake a research project about a selected artwork in the collection, correlating it with literature and music of the same historical period. Interns present their research in a gallery talk and short paper.
- accompany and eventually lead tours of the art collection and historic house for a range of museum visitors and learn and practice ways to talk about art and share information
- read required texts about the museum and American art to learn tour content
- conduct interviews with staff in various departments to prepare for a potential museum career.
- participate in scheduled field trips as schedule permits (please note, these opportunities may be offered on days other than an intern’s regularly scheduled hours)

The education department may offer up to two unpaid internships and up to two DAMLI internships.

Diversifying Art Museum Leadership Initiative (DAMLI) Paid Internship
The Education Department will offer up to two paid internships to encourage greater participation of groups who are currently underrepresented in the museum field. Recipients will receive $1,500 (paid bi-weekly) and will be scheduled as listed above. Candidates applying for this paid opportunity should include in their written statement how they would contribute a diverse perspective to the Museum and to the field (and are encouraged to review the information about DAMLI).

To Apply (for either Education internship)
Complete Semester Internship Application Form, available on the website, and submit as indicated along with required materials (written statement, resume or C.V., faculty recommendation letter, and name and contact information of one additional reference).

Updated 1/30/2019
Public Programs Summer Internship

Requirements
Applicants must:
• Be a matriculated undergraduate student
• Have completed at least four semesters of university-level coursework (including public history, art history, library science, or cultural studies like African-American Studies or American Studies)
• Have a strong interest in museums, community outreach, and cultural heritage education
• Be comfortable and experienced communicating with the public

Time Commitment
• Approximately 8 - 10 weeks between mid-May and mid-August
• Available to work approximately 16 hours per week. If seeking academic credit, the time will depend on college requirements. Schedule is generally 2 days a week with a 9:00 a.m. start time.

Public Programs Internship Description
The Public Programs intern will work directly with the Manager of Community and Academic Learning and the Programs Fellow to gain professional experience in implementing meaningful educational programs open to the public and supporters of Reynolda House Museum of American Art. The selected intern will:
• Become familiar with and assist in the daily operation of the program and education departments
• Accompany and prepare to lead tours of the historic house and landscape
• Develop a public program with a proposed off-site nonprofit or educational partner organization. The program should be grounded in original research and designed with measurable objectives
• Assist the Programs Fellow in executing their outreach program, as needed
• Read required texts about the Museum and American art
• Conduct interviews with staff in various departments and consult resources relevant to museum work to help prepare for a potential career in museums
• Assist with and attend public programs at the Museum during the course of the internship

To Apply
Complete Semester Internship Application Form, available on the website, and submit as indicated along with required materials (including written statement, resume/CV, and faculty recommendation letter).