



Museum Internship Opportunities

www.noyesmuseum.org

HISTORY:

The Noyes Museum of Art was the vision of Ethel Marie Noyes (1911-79) and Fred W. Noyes, Jr. (1905-87), the developers of the Towne of Historic Smithville and the Ram's Head Inn. The couple spent most of their adult lives in Galloway Township and sought to create a broad-based museum in the area. In 1973, they formed the Mr. and Mrs. Fred Winslow Noyes Foundation strictly for this purpose. By selling Smithville in 1974, they provided the financial impetus for the endeavor. Despite the untimely death of Ethel Noyes, plans for the museum came to fruition in June, 1983, when it opened to the public. A site had been chosen on Lily Lake, combining Ethel Noyes' interest in local history and culture as well as Fred Noyes' love of the outdoors.

Today, the NMA continues to reflect the interests of its founders who were avid collectors of American decorative arts. The Museum remains a symbol of their vision to preserve and promote the unique cultural history of the State of New Jersey and the Greater Delaware Valley. Exhibitions, tours, lectures, workshops, discussions, and outreach programs raise awareness of contemporary and historical fine and folk art. The NMA also serves as a repository for Fred's own work as a prolific artist with almost 200 of his paintings in its collection.

I. INTERNSHIPS

The Noyes Museum of Art is an exciting learning environment that offers participatory exhibits, cultural celebrations and innovative programs in the arts. The museum is currently accepting applications for fall and winter internship positions.

II. INTERNS

Interns work closely with staff members in their area of interest, and are offered a chance to make real and important contributions to the museum while gaining valuable experience in a dynamic work environment. The NMA is seeking interns who are energetic, enthusiastic, and self-motivated. The museum accepts students from qualified academic institutions in the United States and abroad for unpaid positions, but many students arrange for academic credit.

III. Areas of work include the following:

- ▣ **Education**
- ▣ **Curatorial: research, inventory, cataloguing, photo documentation**
- ▣ **Public relations**
- ▣ **Community outreach**
- ▣ **Fund-raising and special events**
- ▣ **Membership and group tours**
- ▣ **Exhibit research and design**
- ▣ **Administrative**

INTERNSHIP OBJECTIVES:

- To provide interns with a meaningful educational experience where they can learn first-hand practical knowledge of working in the museum or arts administration field.
- To engage students in museum work during their formative years so that they may consider careers in these fields.

This program is structured to provide opportunities to learn about all aspects of museum operations; to work on a meaningful project under the guidance of a professional; to share experiences with the internship group; and to pursue their educational goals and career plans.

SELECTION PROCESS:

- Interested candidates should contact Saskia Schmidt, Director of Education & Community Programs at 609-652-8848 ext. 12 or e-mail education@noyesmuseum.org.
- An application form will be sent to you. Please complete the application form and mail, e-mail or fax it back to the museum.
- After we have received your application we will contact you to schedule an appointment for either a telephone or on-site interview.
- All interns will receive a letter of agreement outlining the start and end dates, hours of work, specific intern responsibilities and direct supervisor. If applying for academic credit, interns must have a separate agreement with a specific educational institution for which the intern is responsible.

INTERNSHIP INFORMATION:

- Depending on the project, most internships can last from two months to one year, with exceptions for specific January and summer term projects. Interns are expected to work between 8 and 16 hours a week with flexibility to suit supervisors= and interns= schedules. Some evening and weekend hours are required. Interns will be expected to conduct themselves responsibly and commit to a regular weekly schedule.
- All interns will participate in a museum orientation to familiarize themselves with museum programs and facility information.
- Interns are encouraged to attend monthly events and activities outside of their project responsibilities.

POTENTIAL PROJECTS FOR INTERNS:

In addition to working on an intensive project, interns can rotate through the different departments of the Museum, becoming acquainted with various staff and volunteers and the general functions and operations of the Museum. Interns will be closely supervised by department heads. Supervisors will be responsible for assigning and overseeing tasks, and acting as a liaison between interns and other museum staff.

Education:

- Assist with planning & conducting hands-on art classes, workshops and art camps for children
- Assist with planning & conducting adult art classes and workshops
- Assist with the design and drafting of Education Guides for exhibitions
- Assist with organizing & running museum guide training sessions

- Lead school & community group tours, design evaluation surveys
- Additional programs may include children=s activities, special event projects, teacher workshop preparations and assistance with running the “Young at Art” gallery.

Curatorial: Exhibition Planning and Implementation

- Preliminary research for present and upcoming exhibitions, preparation of labels, checklists, price lists, and introductory essays
- Completing paperwork including receipts, loan agreements and condition reports
- Assist with installation and dismantling including: packing/unpacking, hanging of signage, movement of artwork within the galleries, and label production
- Cataloguing museum slide and digital image collection and maintenance of installation records

Collections:

- Assist with environmental monitoring in the vaults and galleries
- Assist with maintaining and updating collection accession and catalogue information
- Assist with inventory and condition reports for collection objects in storage, re-organization and collections care projects such as: updating location numbering systems in the vaults, record photography, provide clerical/research assistance to department in collections care, code of ethics and emergency preparedness planning, and document preparation
- Assist with the upkeep of Artists Resource File including digital images, slides, resumes and other records
- Maintenance of computer records for permanent collections

Public Relations:

- Draft press releases for upcoming exhibitions, programs and events
- Organize, maintain and send out digital images
- Assist with public relations responsibilities for particular events such as “Craft Concepts”, exhibitions, etc.
- Maintain newspaper clipping binder; collect area papers that are not mailed to museum
- Conduct group tours as needed

Development:

- Research potential funders
- Assist with preparation of proposals and grant writing

Membership:

- Assist with monthly membership mailings
- Input registration and survey information into computer database
- Operate membership booth at special events

The Noyes Museum of Art
 Lily Lake Road, Oceanville, NJ 08231-0489
 609-652-8848 ext.12, fax: 609-652-6166

APPLICATION FOR MUSEUM INTERNSHIP

Current status of applicant (check one):

undergraduate

graduate

other (specify)

Will you be receiving academic credit for this internship?

Name:

__Address (school):

Address (home):

Telephone (h): _____ (w): _____ e-mail: _____

Current College or University Name:

_Type of degree or diploma:

Anticipated Month and Year of Completion:

Major area of study: _____ Minor area of study: _____

Name, office address, and telephone number, of your advisor, or head of your major department:

Description of Internship desired and what you hope to achieve:

Qualifications and Related Experiences:

_____Previous Internships:

_____ Time of year available and anticipated schedule (interns are expected to work for a minimum of 14 hours per week with a set weekly schedule):

Available References (please list three):

Name: _____ Phone #: _____ Relationship: _____

E-mail address: _____

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E-mail address: _____

Name: _____ Phone #: _____ Relationship: _____

E-mail address: _____

Please Include a letter of recommendation with this application.



Person to be notified in case of emergency (name, phone home and work, and relationship):

Indicate how you heard about the Museum=s internship program:

Signature Date

Thank you for applying to the NMA=s Internship Program. If you have any questions, please contact the Education Department at 609-652-8848 ext. 12 or e-mail at education@noyesmuseum.org

Please mail or fax your application and resume to:

Saskia Schmidt, Director of Education and Community Programs
The Noyes Museum of Art
Lily Lake Road
Oceanville, NJ 08231
www.noyesmuseum.org
609.652.8848 ext. 12
609-652-6166 (fax)

Assistance available for persons with disabilities.
Listening assistance available upon advance request.
TTY/TTD: via NJ Relay Service: 1-800-852-7899