

Internships at the Mint



The Mint Museum's Internship Program is an opportunity for area college students to gain valuable career insight into the workings of a museum. Internships are available at both museum locations and in specific departments such as curatorial, education, development, graphic design, library and registration. Internships are available year-round and open to any college-level student.

Duties include but are not limited to:

Curatorial

Curatorial interns assist the curators with upcoming exhibitions and conduct research on the permanent collection. Interns also assist in maintaining press files on exhibitions, mailing information to artists and answering public inquiries.

Education

Education interns assist Mint teachers with art class setup and clean up. Individuals also help maintain databases, write articles for the docent newsletters, conduct research on exhibitions and artists and assist in the Lewis Family Gallery.

Development

Development interns assist Development and Public Relations/Marketing staff with a variety of tasks including: updating and compiling contact lists for local media outlets and community groups, drafting and editing press releases and PSAs, copy writing for various publications, database entry and filing. Interns also assist with the planning and implementation of fundraising events at the Museum and conduct research on various topics including: audience development, donor profiles and social media strategies.

Graphic Design

The Graphic Design intern assists in the development and production of publications and exhibition graphics. The level of responsibility extended to the intern is based on individual skill levels. Those interested in an internship in this department must contact: Emily Blanchard Walker, Graphic Design Manager, at 704.337.2015 or emily.walker@mintmuseum.org

Library

Both undergraduate and graduate-level library internships are available. Library intern responsibilities include basic library tasks such as shelving and filing. Library interns also compile resources to maintain artist files and create pages for the MintWiki—the library’s online exhibition resource.

Registration

Registration interns assist in documenting the collection, organizing information and keeping records. In addition, they work closely with registrars to ensure the proper care of permanent collection objects.

APPLICATION REQUIREMENTS

- Major in an arts related field is preferred. Examples include: Art History, Art Education, Studio Art, Arts Administration, Museum Studies, Library Studies or English. The exceptions are the Graphic Design and Development intern positions which require majors related to those fields.
- At least a 3.0 GPA in your major with a strong interest in the visual arts and a desire to work in the museum field.
- Completed intern application with a résumé, a short writing sample and 2-3 references.
- Interns assigned to the Mint Museum Uptown are responsible for parking fees.

Intern Application

Please bring this completed application when you come for your interview. Internships are limited and awarded based on need and qualifications of the applicant.

NAME: _____

ADDRESS: _____

DRIVER'S LICENSE NUMBER: _____

PHONE: _____

E-MAIL: _____

SCHOOL / COLLEGE / UNIVERSITY: _____

CURRENT YEAR: _____

CURRENT GPA: _____

MAJOR / MINOR: _____

DAYS AND HOURS AVAILABLE: _____

COMPUTER SKILLS: _____

AREAS OF INTEREST: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____

PHONE: _____

CONTACT

Adult Programs Coordinator: Laura Everett

T 704.337.2032

laura.everett@mintmuseum.org