



INTERNSHIPS

AT THE KATONAH MUSEUM OF ART

The Katonah Museum of Art is a non-collecting institution dedicated to the visual arts as a vital force for life-long learning. Its diverse exhibition schedule creates an open and welcoming environment ideally suited a great range programming, career skills, and professional fields.

INTERN PROGRAM PHILOSOPHY

The Katonah Museum of Art works in partnership with colleges and high schools to provide meaningful volunteer internship opportunities that benefit both the Museum and interns. Internships allow students to apply their knowledge and skills to an independent career exploration of the museum field, and in the process grow as individuals. The KMA, in turn, gains from students' insights and day-to-day help.

PROGRAM OBJECTIVES

The KMA is looking for students who are interested in arts and museum fields, who are willing to take responsibility for their own experience and education, and who can work with diverse audiences.

Students will become

- Self-directed learners
- Effective communicators
- Creative problem-solvers
- Knowledgeable about careers and their own career interests

PROGRAM OVERVIEW

Interns will complete an application form and interview. During the interview, minimum hours on site will be established (6 – 30 hours per week) and a range of tasks will be determined. Interns will be expected to keep an informal reflective log of each week's activities. A copy of this log will be handed in at the end of the program. Interns will also complete an evaluation.

Areas of Internship concentration include:

- **Education and Visitor Engagement:** work alongside a team of Museum Educators in areas of youth and family programming, tour programs, visitor engagement activities, and education materials for each exhibition.
- **Curatorial and Archives:** Assist curatorial staff in research and interpretive materials for upcoming exhibitions. Help archive past exhibitions materials.
- **Development and Events:** Assist in event planning, communications with members and donors, learn the business side of Museums
- **PR & Marketing:** Assist in areas of social media, documenting events, graphic design, and communications.

For information about obtaining an internship, contact education@katonahmuseum.org

APPLICATION FOR INTERNSHIP 2023

Please type your responses directly into this document

Visit our Website at www.katonahmuseum.org for exhibitions, programs and events.

Name Preferred Pronoun: Date of application:

Address Zip

Telephone (home & cell): (h) (cell)

Email Address:

Is your Internship for academic credit: Name of Institution:

Dates of availability: Beginning the week of: ending the week of:

Best weekdays to work: (Please circle): MON TUES WED THURS FRI SAT SUN

Hours of availability: Mornings Afternoons Full-days

Contact in case of an emergency (Name, relationship, telephone, & email):

Secondary contact in case of an emergency (Name, relationship, telephone, & email):

Date of birth:

Areas of interest:

Work experience:

Computer/Media skills:

Please explain your intention in applying for an internship:

Have you been to the Katonah Museum of Art? If yes, when and what did you see?

How did you learn about the possibility of applying for an internship at the KMA?

Please attach a resume and send this Application to:

Attention: Emily Altman, Education Department; education@katonahmuseum.org

The Katonah Museum of Art, 134 Jay Street, Katonah, NY 10536

phone (914)232-9555 X 2985