



Internship Program

The South Dakota Art Museum is pleased to offer opportunities for qualified graduate and undergraduate students to intern for the summer of 2020. Based on a system of supervised learning, the internships enable students to understand how a museum operates and how to relate this experience to academic and professional goals.

The South Dakota Art Museum offers several internships with a wage of \$12.00 per hour. Interns are responsible for arranging academic credit with their sponsoring institutions. The South Dakota Art Museum seeks applications from undergraduate juniors and seniors, and recent graduates majoring in the Visual Arts, Art Education, Museum Studies, Education, History, Graphic Design, Consumer Affairs, Marketing, Journalism and those who are interested in pursuing a museum career. Excellent research, writing, communication, and computer skills are required.

Internships are generally offered during the summer semester with exceptions made for specific projects. The duration and schedule of the summer internship is negotiable.

Internship availability is determined by staff need and the number of challenging intern projects. Internship areas may be available in Collections, Exhibits, Marketing, and Graphic Design. For more information on museum careers, visit: <http://www.bls.gov/ooh/Education-Training-and-Library/Curators-and-museum-technicians.htm>; <http://museum-employment.com/page5/rwjobindex.html> or, <http://aam-us.org/resources/careers/museum-studies>

Interns are encouraged to indicate particular areas of interest on the application form. Each area listed considers candidates for internships. In addition, some areas are actively seeking interns for ongoing or special projects.

During the internship, the Museum will offer scheduled programming designed to provide a broader understanding of Museum operations and practices. These programs are scheduled and SDAM interns are required to attend.

Summer Internship Program:

Part time: 15 weeks, 20 hours per week
(schedule & duration negotiable)
Compensation: Paid & potentially unpaid positions
are available

Important dates:

Applications Due: March 6, 2020
Interviews: March 18-20, 2020
Intern Notification: April 3, 2020

Contact: Taylor McKeown, (605) 688-5423

AVAILABLE INTERNSHIPS –SUMMER 2020: (May 11-August 21, 2020)

Collections/Registrar (one part-time position available)

The Intern will work with the Coordinator-Curator of Collections on cataloging and researching recent acquisitions. This will include detailed condition reports, preventive preservation, provenance research, registration of objects, data entry and archiving of documentation. During the internship, the intern will learn and practice proper methods for handling various works of art in addition to gaining experience with standards and best practices for maintaining collection related records.

Attention to details, good handling skills, communication, ability to lift over 40 lbs. are essential. This is a project-based internship, ideal for a student wanting to gain hands-on, behind-the-scene experience in the museum field.

Note: Background check is required

Exhibits (one part-time position available)

This intern will assist the Coordinator of Exhibitions with the research, development, planning, coordination, curation, designing and installation of events, activities/programming, exhibitions, text/label copy and/or marketing materials for a series of art exhibitions. An interest in museum exhibition production, related programming and installation is a must. Interns will gain a general understanding of the curation, organization, coordination, preparation, designing and installation of museum exhibitions and related programming, have an opportunity to assist with activities already planned and initiate the planning of new activities in consultation with museum staff. Basic graphic design experience and an interest in and willingness to format various types of documents like object labels, text panels, activity guides and gallery brochures is a bonus.

Note: Background check is required

Marketing (one part-time position available)

Intern will work with the Coordinator of Marketing and Membership and will assist in developing and implement current marketing plans, including:

- Assist in the promotion and marketing of exhibitions through advertising, press, social media, website, e-mail and direct mail
- Assist in the planning, promotion, marketing and implementation of Museum events, workshops and Museum Store promotions
- Assist in analyzing and expanding our Membership and Donor programs
- Assist in expanding our e-mail marketing capabilities
- Other duties could include staffing the information desk and welcoming visitors, member/visitor services, school tours, plan and staff events and classes
- Help maintain the Museum website and social media sites

Note: Background check may be required

Graphic Design (one part-time position available)

Intern will work with the Coordinator of Marketing and Membership and will assist in the design and development of visual media for marketing and promotion efforts.

- Design marketing materials for exhibitions, including postcards, posters, and handouts
- Design exhibit catalogs
- Create museum promotional materials, including brochures, mailers, handouts, and ads
- Help maintain the Museum website
- Maintain consistency of the Museum brand throughout all promotional materials
- Other duties could include staffing the information desk and welcoming visitors, member/visitor services, school tours, plan and staff events and classes
- Knowledge and experience in Photoshop, InDesign and Illustrator a must. Photography experience a plus.

Note: Background check may be required

South Dakota Art Museum Area Descriptions:

Collections/Registrar:

The work of the Coordinator – Curator of Collections encompasses registrar and conservation disciplines. The Curator of Collections is responsible for the development, study, and collaborative interpretation, physical inventory of the permanent collection, loans, and any other work of art entering or exiting the Museum. Management of the collections includes making shipping, crating, insurance arrangements; conducting inventories and tracking locations of objects; documenting each work of art through written reports, photography and research. This area maintains a collections management database, which documents all entering and exiting artwork and provides access to information about the works of art in the collection. In these capacities, the Collections Curator draws upon expertise in art history, science, research methods, grant writing and best practices in collection stewardship. The oversight of collections often includes public speaking, writing, and fundraising.

Exhibits:

The work of the Exhibits Curator encompasses the development and implementation of exhibits. The Curator of Exhibits is responsible for the identification, development and execution of exhibits. In these capacities, the Curator of Exhibits draws upon expertise in art history and design. Their oversight of exhibits often includes public speaking, writing, and fundraising.

Marketing & Membership:

The Marketing & Membership Coordinator at the South Dakota Art Museum plays an important role in communicating SDAM messages to donors, members, and the public. Keeping the “Marketing Machine” whirring means reaching target audiences through a variety of vehicles to promote our dynamic schedule of exhibits (over 15/year), numerous receptions, events, workshops and community events (over 36/year) and on-going Museum Store promotions. Traditional print advertising, social media, e-mail and physical mailings, radio promotions, press articles, web content are continually being created to reach current and prospective visitors and deepen our relationship with Members / Donors. A focus for the summer of 2020 is to leverage our 50th anniversary special exhibits and stories from our 50 years as South Dakota's preeminent art museum to draw new and deeper connections with visitors and members.

SDAM Internship FAQ's:

When are internships available?

Internships are generally offered during the summer semester with exceptions made for specific projects. The duration and schedule of the summer internship is negotiable.

Who is eligible to apply?

All applicants who are considered a College Junior, Senior; graduate programs or have recently graduated are eligible.

Where can I find the application form?

The application form is available by emailing taylor.mckeown@sdstate.edu

Where should I send my application?

Your completed application packet should be sent to:
Taylor McKeown, Coordinator – Curator of Collections
South Dakota Art Museum, Internship Program
Box 2250, SDSU
Brookings, SD 57007

Or email to: taylor.mckeown@sdstate.edu

How do I know that an internship is available in my area of interest?

The Museum is a dynamic environment and projects for interns cannot always be clearly articulated well in advance of an intern arriving. Please read our area descriptions and be certain to identify your top choice for placement.

If accepted into the program, do you offer housing?

SDAM can provide information about housing to assist in your search; the Museum however, does not provide housing.

Are Museum Interns compensated?

Museum Interns are compensated at the rate of \$12.00/per hour during the course of their internship.

When will I hear back about the status of my application?

Applications are routed to specific areas of interest and intern mentors contact selected individuals for interviews.

If I am not accepted for an internship for a specific term, may I reapply?

Yes, you are invited to resubmit your application for subsequent terms. You might also consider gaining experience by volunteering at the SDAM.

Still have questions?

If you have additional questions not answered above, please email: taylor.mckeown@sdstate.edu or call 605-688-5423