Spring 2020 Semester Internships

Academic Year Internships at the museum are 10 hour per week positions, and the openings are dependent on projects and programs planned at the museum. All internships are paid and no prior experience is expected. The internships are open to all Colby College students.

To apply for the current openings (Jan Plan and Spring 2020), please send a cover letter, resume, and three references to the supervisor listed for each internship.

Programs and Audience Engagement Intern
This academic year internship offers the opportunity to work closely with museum staff in the Education Department and assist the Mirken Senior Coordinator of Programs and Audience Engagement, specifically in the development of public programs and other large-scale community events. Responsibilities will include assistance in the development, management, and evaluation of these programs. The intern will gain an understanding of educational programming in museums, tools, and methods for researching program impact, and gallery-based learning. A successful candidate possesses excellent organizational, verbal and written communication skills, strong interest in museum work, ability to work well in a fast-paced environment and have some familiarity with art. Experience working with the public or in customer service is a plus. To apply, please send a cover letter, resume, and three references to Jordia Benjamin, Mirken Senior Coordinator of Programs and Audience Engagement, jcbenjam@colby.edu.

Communications Intern
This academic year internship offers the opportunity to work closely with the communications manager to promote the mission and programs of the Colby College Museum of Art. Responsibilities will include assisting in the development and distribution of messaging through a variety of print and digital media, in the maintenance of contact lists, and other marketing and communications related duties, as assigned. The museum communications intern will gain an understanding of effective communications practice, as well as insight into and direct experience with the tools and methods for reaching audiences. The successful candidate must possess excellent organizational, verbal, and written communication skills, and a strong interest in museum work. Preference will be given to those who are familiar with visual art and have experience with graphic design and/or writing for publication. To apply, please send a cover letter, resume, and three references to Jaime McLeod, Communications Manager, jjmcleod@colby.edu.

Curatorial Intern
This academic year internship offers an immersive introduction to the work of art curating. The intern will assist the curatorial staff on tasks related to the development and realization of exhibitions. Tasks will include collection and exhibition research, meeting preparation, data entry, correspondence, and basic office upkeep. The curatorial intern also will assist the Museum’s exhibition preparators, as needed. The successful candidate will have strong organization and communication skills and a genuine interest in learning more about the museum field. To apply,
please send a cover letter, resume, and three references to Elizabeth Finch, Lunder Curator of American Art, at efinch@colby.edu.

Colby College is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, parental or marital status, political beliefs, age, disability unrelated to job requirements, or protected veteran status.