

NATIONAL GALLERY OF ART INTERNSHIPS
Application Materials and General Information

The Arts Institute of Montgomery College is pleased to announce the call for applications for the Art Internships at the National Gallery of Art. The internships are open to arts-related majors who have completed 24 arts-related credits and have achieved a 3.2 GPA. Students awarded the NGA internships will enroll in the AR 295 art internship class, a three-credit MC course. Students who are applying as a foreign national must be a holder of a valid F or J academic-based visa in order to participate. A \$500 stipend check will be awarded by the Arts Institute at the completion of a successful internship.

Five Internships offered:

1. Artists' Materials Conservation Project – Conservation Division
2. Slide Media Transfer Conservation Project - Conservation Division
3. Frame Conservation Project - Conservation Division **Please note: The Frame Internship will not be offered 2008 fall semester due to NGA building renovations.**
4. Digital Imaging Division Project - Digital Imaging Division
5. Paper Internship Conservation Department - Conservation Division (New)

Forms and information included in this package:

Personal Profile Form
Student Internship Application Form
Two Faculty Recommendation Forms
National Gallery of Art Internship Overview
Descriptions of Internship Opportunities

Completed application form will include the following:

- ✓ Student's Profile Form
- ✓ Student's Application Form
- ✓ Two recommendations letters from MC faculty
- ✓ Official transcripts of completed college-level courses
- ✓ Completed essay – 500 words
- ✓ F1 Visa international student requires a letter of participation from the MC Office of Admissions and Enrollment Management, contact the International Student Advisor: 240-567-5063

For application POSTAL delivery:

C/O David Phillips, Director
Arts Institute of Montgomery College
7600 Takoma Avenue, CF # 150
Takoma Park, Maryland 20912

or

For application HAND delivery:

C/O David Phillips, Director
Arts Institute of Montgomery College
Takoma Park Campus
Cafritz Foundation Art Center, suite 150
930 King Street
Takoma Park, Maryland

or

For application FAX delivery:

C/O David Phillips, Director
Fax #240-567-5839

Application Closing Date: *Please check with the Arts Institute as the deadlines can change.*

MONTGOMERY COLLEGE
THE ARTS INSTITUTE
NATIONAL GALLERY OF ART
ART INTERNSHIPS
Student Profile Form

Your Name: _____

Phone Number: _____

Mailing Address: _____

Daily email address: _____

Art Internship you are most interested in: _____

1. Artists' Materials Conservation Project – Conservation Division
2. Slide Media Transfer Conservation Project - Conservation Division
3. Frame Conservation Project - Conservation Division **Please note: The Frame Internship will not be offered 2008 fall semester due to NGA building renovations.**
4. Digital Imaging Division Project - Digital Imaging Division
5. Paper Internship Conservation Department - Conservation Division (New)

Do you have a second or third choice? _____

Grade Point Average: _____

College Major: _____

Campus Attending: _____

Visa Status (if applicable): _____

If you are applying as a foreign national you must be a holder of a valid F or J academic-based visa in order to participate.

The names of the two faculty who wrote recommendations letters:

1. _____

2. _____

Do you have 24 art related credits: YES____ or NO____.

Please briefly list the amount of art related course work completed or will complete: _____

MONTGOMERY COLLEGE
 THE ARTS INSTITUTE
NATIONAL GALLERY OF ART
ARTS INTERNSHIPS

APPLICATION FOR STUDENT ART INTERNSHIPS

PLEASE TYPE OR PRINT CLEARLY

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____

E-mail: _____

Telephone Contact Numbers: Day _____ Evening _____

Fax _____ Pager _____

Date of Birth: _____ Place of Birth: _____

MC Student ID #: _____

Citizenship Status (specify type of visa if not US citizen): _____

Expiration Date of Visa/Passport: _____

Do you speak and read English fluently? YES NO

Number of Credit Hours Completed: _____

Year of AA graduation (anticipated): _____ Major: _____

Cumulative GPA: _____ Campus Attending: _____

PLEASE TYPE OR PRINT CLEARLY

All degrees held, institutions, and dates conferred:

Attach an official copy of your Montgomery College transcript to this application. Briefly, describe your work experience, or attach a resume.

List your specific skills in the arts and other areas such as office, computer (Photoshop) , public speaking, research, etc., that would be useful for this internship:

How did you learn about the Internship program?

Are you covered by health insurance?----- **YES or NO**

If yes, name of insurance company and policy number: _____

Prepare an essay (in English) and attach to this application. The essay should be 500 words. It should discuss why you are seeking an internship, what you hope to learn and experience, especially as related to your academic or professional development and goals. While you should be specific, you should also indicate your flexibility and wide range of interests and skills.

Please attach your essay to this form.

Your Signature:

Date:

MONTGOMERY COLLEGE
 NGA ART INTERNSHIPS
FACULTY RECOMMENDATION
Student Internship Form

PLEASE TYPE OR PRINT CLEARLY

This section to be completed by applicant

Important: Recommendation letters can be sent directly to the Arts Institute or put in an envelope, sealed, signed, and included with application materials

Student Name

Last:

First:

**Middle
Initial:**

Student ID #:

Telephone Number:

Day:

Evening:

I have taken the following course(s) with the faculty member writing this recommendation:

Course(s):

Date(s):

I understand that this recommendation will be confidential.

Student Signature:

Date:

This section (cont. on next page) to be completed by faculty member

Your candid evaluation should reflect your perception of the student's success as an intern. Please evaluate the student on the following characteristics, with 1 as the lowest rating, and 5 as the highest.

1. Reliability (attendance, meeting deadlines)	1	2	3	4	5
2. Intellectual Curiosity	1	2	3	4	5
3. Interpersonal Skills/Participation	1	2	3	4	5
4. Analytical/Reasoning Skills	1	2	3	4	5
5. Writing Skills	1	2	3	4	5
6. Initiative	1	2	3	4	5
7. Suitability to Represent Montgomery College	1	2	3	4	5
8. Ability to Benefit from this Internship	1	2	3	4	5

PLEASE TYPE OR PRINT CLEARLY

This section to be completed by faculty member

Faculty Name

Last:

First:

Middle
Initial:

Compared to *other high-ranking* students, how would you rate this student?

Outstanding

Above Average

Average

Below Average

From your knowledge of the student, comment on his/her potential as an intern. This recommendation will influence the applicant's success through the selection process, as well as in his/her internship. Therefore, please be as candid, thorough, and specific as possible.

Faculty Signature:

Telephone No.:

Date:

MONTGOMERY COLLEGE
 NGA ART INTERNSHIPS
FACULTY RECOMMENDATION
Student Internship Form

PLEASE TYPE OR PRINT CLEARLY

This section to be completed by applicant

Important: Recommendation letters can be sent directly to the Arts Institute or put in an envelope, sealed, signed, and included with application materials

Student Name

Last:

First:

**Middle
Initial:**

Student ID #:

Telephone Number:

Day:

Evening:

I have taken the following course(s) with the faculty member writing this recommendation:
Course(s): _____ *Date(s):* _____

I understand that this recommendation will be confidential.

Student Signature:

Date:

This section (cont. on next page) to be completed by faculty member

Your candid evaluation should reflect your perception of the student's success as an intern. Please evaluate the student on the following characteristics, with 1 as the lowest rating, and 5 as the highest.

1. Reliability (attendance, meeting deadlines)	1	2	3	4	5
2. Intellectual Curiosity	1	2	3	4	5
3. Interpersonal Skills/Participation	1	2	3	4	5
4. Analytical/Reasoning Skills	1	2	3	4	5
5. Writing Skills	1	2	3	4	5
6. Initiative	1	2	3	4	5
7. Suitability to Represent Montgomery College	1	2	3	4	5
8. Ability to Benefit from this Internship	1	2	3	4	5

PLEASE TYPE OR PRINT CLEARLY

This section to be completed by faculty member

Faculty Name

Last:

First:

Middle
Initial:

Compared to *other high-ranking* students, how would you rate this student?

Outstanding

Above Average

Average

Below Average

From your knowledge of the student, comment on his/her potential as an intern. This recommendation will influence the applicant's success through the selection process, as well as in his/her internship. Therefore, please be as candid, thorough, and specific as possible.

Faculty Signature:

Telephone No.:

Date:

MONTGOMERY COLLEGE
THE ARTS INSTITUTE
The National Gallery of Art Internship

Overview

The Conservation Division and the Digital Imaging Division of the National Gallery of Art in conjunction with The Arts Institute of Montgomery College is offering an opportunity for MC students to gain practical experience by working with the NGA staff. All of these internships are of significance to the operations of the conservation treatment laboratories and the Digital Imaging Division. Students selected for this program, will develop skills and acquire knowledge that will assist them in developing goals and objectives for their work experience that serve as student learning opportunities and fulfill mission objectives of NGA.

Practical work experience forms the basis for exploring career paths and establishes a connection for students between the academic and applied disciplines. Students learn by performing tasks of relevance to daily operations of the National Gallery and, in turn, receive guidance and knowledge of the complexities of a critical entity in the museum profession.

Students gain the opportunity to participate in the wide range of lectures, symposia, and informal discussions that are a vital part of the Gallery's outreach programs. Students also have access to the significant resources of the Gallery, which includes the library, photographic archives, and the staff of the conservation departments and other divisions of the Gallery.

Qualifications

Candidates will be considered who are currently enrolled at Montgomery College and who have applied through the college for the internship program at the National Gallery of Art. All candidates must follow the guidelines and application process administered by Montgomery College.

The Conservation Division and the Digital Imaging Division seeks candidates for the internship that have a strong desire to work in the museum field and wish to gain experience in a setting that combines art history, science, computers, and the study of materials used by artists.

Candidates should have a strong interest in art history, artists' materials, computers, and art conservation. Strong writing ability, and English language skills are required. Internships are awarded without regard to age, sex, nationality, or race. Interns will receive a stipend check of \$400.00 at the successful completion of their internship.

Appointments

Internships will be for one to two semesters in duration. Students will maintain a fixed work schedule that is negotiated with their internship mentor at Montgomery College and their supervisor at the National Gallery. Interns will work at the gallery for an average of 12 hours of internship duty per week for 15 weeks.

Application Procedures

Students must apply for an internship opportunity within the Conservation Division and the Digital Imaging Division that is described in this publication. Candidates must fulfill all of the written paperwork for the internship that is required by both Montgomery College and the National Gallery of Art.

A complete application for the National Gallery must include a written essay detailing your reasons for seeking an internship for the project selected. Also include how the internship will compliment your educational and career goals. Candidates must include two letters of recommendation from MC faculty. Candidates must also provide transcripts of all undergraduate schools attended. F1 Visa international students require a letter of participation from the MC Foreign Student Visa Office. Finalist will be subject to a standard background check by the National Gallery's security and identification badge department.

All application material must be submitted to the director of the Arts Institute at Montgomery College. The Arts Institute will conduct initial interviews for the internships available. Those who pass the initial interview at Montgomery College will be considered for internships at the NGA. A second round of interviews will be held with the finalist at the National Gallery of Art and with the NGA staff. The Arts Institute will provide the application materials you submitted along with transcripts to the NGA staff for their review. You will be notified by the Arts Institute regarding the final decision by the National Gallery of Art.

Please note: The Conservation Division or the Digital Imaging Division at the NGA will not accept any requests for interviews or application materials directly from students interested in applying for an internship.

For more information on the internships or the application process please contact:

Mr. David Krueger, Professor
MC/NGA College Internship Program Coordinator
david.krueger@montgomerycollege.edu
Phone: 240.567.7935

or

Mr. David Phillips, Arts Institute Director
david.phillips@montgomerycollege.edu
Phone:240.567.5831

Concerning any aspect of this application, please direct all of your inquiries to the program coordinator or the Director of the Arts Institute at Montgomery College.

MONTGOMERY COLLEGE
THE ARTS INSTITUTE
The National Gallery of Art Internship

Description of Internship Opportunities

1. Artists' Materials Internship

The Collection of artists' materials contains more than 10,000 samples of paints, pastels, pencils, mediums, varnishes, grounds and powdered pigments. The intern's primary responsibility will be to prepare thin-film specimens of artists' paints in the collection. This involves preparation of the substrates, labeling, and mastery of applying paint using a draw-down tool to spread an even coating of paint on a surface. Samples will also be prepared for long-term color measurement. The intern may also aid with cataloging manufacturers' trade literature, the ongoing inventory of artists' materials, photography of samples, and organization of the materials in storage. Candidates with an interest in art materials, studio art, conservation and materials science will benefit most from this internship experience. Precision, attention to detail, and organizational ability are essential. Interns will gain knowledge of the variety of materials available for artists' use, the history of late 20th century and current art materials experience in archiving and the ability to handle and master a broad range of art materials. Excellent written and oral communication skills are required.

2. Slide Media Transfer Internship

This internship would consist of scanning slides from 35 mm format into digital files for use in PowerPoint presentations. Knowledge of computers, operation of slide scanning equipment (desirable) and familiarity with color correction in Photoshop are desired. The intern will work with the objects laboratory and chief of conservation in transferring a vast library of art and conservation related images to digital format. Excellent written and oral communication skills are required.

The Frame Internship will not be offered fall semester 2008 due to building renovations.

3. Frame Conservation Internship

An internship in the frame conservation lab is available for a student with basic creative designing, woodworking, painting and color mixing skills. This is an opportunity to learn about the history, techniques and craftsmanship of museum quality fine art framing as well as the complexities of how frames are chosen by curators, designers and conservators. The internship opportunity would involve assisting the frame conservators in making molding, constructing and assisting with finishing frames for canvas and panel paintings. Duties may also involve other frame related work including computer imaging, sample making, database maintenance, photographic documentation as well as organizing workshop and antique frame storage. Projects may include casting ornaments, wood carving, the preparation and application of gesso on frames, sanding, gilding, burnishing, patination of frames to imitate aging, painting, staining, varnishing and French polishing. Moldings made at the National Gallery are mostly based on historic examples and would be used for framing the permanent collection or art in exhibition venues. Excellent written and oral communication skills are required.

4. Digital Imaging Internship

This internship requires a basic knowledge of digital photography, and computer graphics software such as Photoshop. The successful applicant will help develop procedures for creating various images of items in the National Gallery collection. This is an extraordinary opportunity to work with the latest in imaging technology. Excellent written and oral communication skills are required.

6. Paper Lab Internship (New)

The paper lab is searching for an intern to assist with the reorganization of our library and with assembly of sample books of artists drawing and painting materials. The intern will label books with the appropriate call numbers, re-shelve them in call number order, and construct enclosures for fragile materials.

He/she will prepare materials for inclusion in sample books of media for participants attending a workshop sponsored by the American Institute for Conservation. Excellent written and oral communication skills are required.

