

**MONTGOMERY COLLEGE  
THE ARTS INSTITUTE  
ART INTERNSHIPS  
SPRING 2010**

The Arts Institute of Montgomery College is now accepting applications for the Montgomery College Art Internship program at the **Smithsonian American Art Museum** in Washington DC and the **David C. Driskill Center** at the University of Maryland.

The internships are open to all Montgomery College students enrolled full-time and who have an arts-related major. In order to qualify students must have completed 24 arts-related credits and have achieved a **3.2 GPA**. Students awarded the internship will enroll in the Arts Internship class, AR 295, 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.

**Completed application will include the following:**

- ✓ Student's Profile Form
- ✓ Student's Application Form
- ✓ Two recommendations letters from MC faculty or employer
- ✓ Official transcripts of all completed college-level courses
- ✓ Completed essay – 500 words
- ✓ Résumé

\*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 international students only

**Completed application should be mailed, hand delivered or fax to:**

For **POSTAL** delivery:

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

or

For **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 **FAX** delivery:

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

**Application Closing Date: *Monday, November 30<sup>th</sup>, 2009***

**Please note that the art internship opportunities vary from semester to semester.**

**Information on the internships and/or the application process contact:**

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



**MONTGOMERY COLLEGE  
THE ARTS INSTITUTE  
ART INTERNSHIPS  
APPLICATION FORM**

PLEASE PRINT CLEARLY		
Last Name:	First Name:	Middle Initial:
Mailing Address:		
E-mail:		
Telephone Contact Numbers:	Day:	Evening:
	Home:	Cell:
Date of Birth:	Place of Birth:	
Student MC#:		
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 Graduation (anticipated):	Major:	

**MONTGOMERY COLLEGE**  
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PLEASE PRINT CLEARLY

All degrees held, institutions, and dates conferred:

Attach an official copy of your Montgomery College **transcripts** and a **résumé** to this application.

List your specific skills in the arts and other areas such as office work, exhibit work, computer applications (ex. Photoshop), web design programs, research, etc., that would be useful for this internship:

How did you learn about the Art Internship program?

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

Prepare an essay (in English) and attach to this application. The essay should be 500 words typed or more. 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  
THE ARTS INSTITUTE  
ART INTERNSHIPS  
**FACULTY RECOMMENDATION FORM**

PLEASE 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 MC #:

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 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 #:

Email:

Date:

MONTGOMERY COLLEGE  
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ART INTERNSHIPS  
**FACULTY RECOMMENDATION FORM**

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Middle  
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Faculty Signature:

Telephone No.:

Email:

Date:

**MONTGOMERY COLLEGE**  
**THE ARTS INSTITUTE**  
**ART INTERNSHIPS**

**Overview:** Each semester Montgomery College's Arts Institute awards internships at the participating institutions like the **Smithsonian American Art Museum** in Washington, DC and the **David C. Driskill Center** at the University of Maryland. Practical work experience from the art internship 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 participating institutions and in turn, receive guidance and knowledge of the complexities of a critical entity in the museum profession. The participating institutions may also encourage our students to attend staff lectures, visit exhibitions, and network with post graduate interns from around the world. Students may also have access to the significant resources of the participating institutions such as libraries, storage centers, and computer data bases.

**Qualifications:** Only students who are currently enrolled at Montgomery College and who have applied through the college for the internship program will be considered. All candidates must follow the guidelines and application process administered by Montgomery College.

The participating institutions are seeking 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 but not limited to 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 \$500.00 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 participating institutions. Interns will work at the participating institutions for an average of 14 hours of internship duty per week for 14 weeks.

**MONTGOMERY COLLEGE**

# THE ARTS INSTITUTE

## ART INTERNSHIPS

**Application Procedures:** Students must apply for an internship opportunity within the participating institutions 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 participating institutions.

A complete application for the participating institutions must include a written essay detailing your reasons for seeking an internship. 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 and a complete résumé. F1 Visa international students require a letter of participation from the MC Foreign Student Visa Office. Finalist may be subject to a standard security background check by the participating institutions.

All application material must be submitted to the director of the Arts Institute at Montgomery College (see app. delivery details on the 1<sup>st</sup> page). 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 participating institutions. A second round of interviews may be held with the participating institution's staff. The Arts Institute will provide the all application materials you submitted along with transcripts to the participating institutions for their review. You will be notified by the Arts Institute regarding the final decision by the participating institutions.

**Please note:** The participating institutions will **not accept any requests** for interviews or application materials directly from students interested in applying for an internship.

Concerning any aspect of this application, please direct all of your inquiries to the art internship program coordinator at Montgomery College.

**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](mailto:david.krueger@montgomerycollege.edu)  
Phone: 240.567.7935

**MONTGOMERY COLLEGE  
THE ARTS INSTITUTE  
ART INTERNSHIPS  
Brief Description of Internship Opportunities**

**David C. Driskell Center, University of Maryland**

The David C. Driskell Center for the Study of the Visual Arts and Culture of African Americans and the African Diaspora at the University of Maryland celebrates the legacy of David C. Driskell – Distinguished University Professor Emeritus of Art, Artist, Art Historian, Collector, and Curator – by preserving the rich heritage of African American visual art and culture. Established in 2001, the Center provides an intellectual home for artists, museum professionals, art administrators, and scholars of color, broadening the field of African diasporic studies. The Center is committed to collecting, documenting, and presenting African American art as well as replenishing and expanding the field. Visit [www.driskellcenter.umd.edu](http://www.driskellcenter.umd.edu).

**Archivist/Registrar**

The Intern will work with the Depute Director and/or Curator in Residence on all aspects of maintaining the Driskell Center archive letters, catalogues and brochures, correspondences, lectures, and other material assembled in part, by Professor Driskell since the early 1950's. In addition, the intern will help document the Center's art collection, which includes works on paper, paintings, and three dimensional, and art objects received on loan from other institutions. The Center is using software, PastPerfect, which sets the standard for collection management and conforms to the latest standards for cataloging archive and art collection. The intern will be responsible to document, catalog, and assess object's condition. The intern candidate must be extremely well-organized, detailed-oriented, and possess excellent writing and research skills. A knowledge of and interest in art, art history, and American history are preferred but not required.

**Curator Assistant**

The Intern will participate in the process of developing an exhibition from the first stage of selecting the works, to documenting, researching, and presenting them. In addition, the intern will work with the Curator in Residence and Deputy Director on all aspects of exhibition production, including research, development of exhibition material (e.g. labels, text panel, checklist), development of an exhibition catalogue, and writing promotional material. The intern candidate will be extremely well-organized, detailed-oriented, and possess excellent writing and research skills. A knowledge of and interest in art, art history, and American history are preferred but not required.

## **Smithsonian American Art Museum, Wash., DC, Internship program**

### **Possible assignment areas:**

- The Curatorial division (includes the Lunder Conservation Center and Laboratory
- Development Office
- Exhibitions
- Education Department (includes Distance Learning and the Docent Program)
- External Affairs (includes the Luce Center, Membership, Public Programs and Special Events areas)
- Information Technology and News Media
- Publications
- The Register's Office
- Research and Scholars Center (includes the American Art Journal and SI Fellows Office, The Intern Programs Office, Ask Joan of Art O-line Reference Service, and other research resources and collections.)
- Smithsonian American Art Museum / National Portrait Library
- The Renwick Gallery

For a brief description of the function of the departments of offices in the Smithsonian American art Museum, Please see "Department Information" on their website at this address: <http://www.americanart.si.edu/visit/contact/>

**Please note that the art internship opportunities vary from semester to semester.**

### **Information on the internships and/or the application process contact:**

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MC/NGA College Internship Program Coordinator  
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