

Montgomery College
Arts Institute

ART INTERSHIPS

ARTT 290

Spring 2024

CALL FOR APPLICATIONS

Earn College Credits and a \$1000 stipend!

Application deadline: **December 1th 2023**
or until filled.

The Arts Institute is offering MC students the opportunity to intern with VisArts in Rockville and the Arts and Humanities Council of Montgomery County in Silver Spring Maryland.

Studio Art, Graphic Design, Art History, Art Education, and/or Performing Art students have the opportunity to acquire practical job skills and professional experiences in a hands-on learning environment.

To qualify as a candidate, you must have at least a 3.2 GPA and completed 15 art related credits in Studio Art, Graphic Design, Art History, Art Education, and/or Performing Arts and be currently enrolled at Montgomery College. Candidates must have strong writing and organizational skills and have reliable transportation.

Please see the Art Internships descriptions below.

VisArts Internship in Rockville Maryland

Supervisor: Megan Koeppel, Exhibition Programming Coordinator

VISARTS INTERNSHIP

A Blended F2F and Virtual internship with VisArts Gallery Department
Supervisors: Frank McCauley, Gallery Director and Curator, VisArts
M. Aragon, Exhibition Programming Coordinator, VisArts

Montgomery College Gallery Interns will work face-to-face and remotely to assist the VisArts Gallery Director and Exhibitions Programming Coordinator by utilizing a personal computer or laptop with internet access. Students will also work in the gallery (F2F) during gallery installations, openings, and tours. MC Gallery Interns will work a blended 16 hours per week and connect remotely and F2F with the VisArts Gallery Director and Exhibitions Programming Coordinator throughout their shift via email, phone, Zoom, in-person,...etc. Projects and assignments will vary each week to include a wide variety of tasks related to the planning, promoting, and presenting of virtual and physical gallery exhibitions as well as virtual events for VisArts, a nonprofit arts center in downtown Rockville, MD. MC Gallery Interns will have the opportunity to build new skills, gain practical experience, and develop further expertise in areas such as Arts Administration, Graphic Design, Photography, Video, Web Design, and Marketing & Communications. This internship offers a rare opportunity to learn about and be part of the exploration of the development, curation, and promotion of virtual visual arts programming and exhibitions.

Hours, Projects & Assignments:

- 16 hours/week virtual and face-to-face internship contact hours.
- Coordinating information for price lists and exhibition text, researching artists, creating schedules and directories, etc.
- Designing e-announcements, digital catalogs, exhibition vinyl, promotional materials, etc. Create copy for organizational social media.
- Editing gallery website via WordPress. Assisting with building and publishing gallery website pages, and designing elements to be used in virtual exhibitions. Resizing images of artwork for website and marketing materials, etc.

- Creating and editing videos of virtual/remote artist interviews, virtual/remote studio visits, execution of workshops, programming, and exhibition reception
- Posting exhibits, events, and calls for submission to online calendars; preparation of press releases and posting of social media content (Twitter, Instagram, and Facebook); helping build media contact lists, etc.
- Creation of blog content (artist interviews and content exploring the practice, materials, and processes of the artists in the VisArts exhibitions.
- Working with the exhibiting artist and department staff to install artwork in the galleries at VisArts. Attending openings. Lead tours.

Arts and Humanities Council of Montgomery County Internship in Silver Spring Maryland

Title: Public Art Intern

Type of Position: Seasonal

**Reports To: Public Art Program Manager & Marketing and
Communications Manager**

The Arts and Humanities Council of Montgomery County (AHCMC) seeks a Montgomery College student to assist with the administration of the Public Art Program focusing specifically on community outreach, public programming, collections management, digital design and promotions for this educational work experience. This program offers a unique opportunity for interested students seeking to acquire a broad understanding of best practices and program management in public art and arts management.

Public Art Interns will assist efforts to increase community engagement with existing works in the County's public art collection by collaborating with the Public Art Manager and the Marketing and Communications manager to document public art works, design social media content, coordinate newsletter content, assist in collections management, and strategize creative ways to increase local engagement with the collection. Interns will also support special events programming and on-site production at AHCMC's Betty Mae Kramer Gallery and Music Room including the monthly Jazz at the Kramer series, and have the opportunity to participate in the installation process for seasonal exhibitions at the gallery.

Additionally, students will have the opportunity to contribute to AHCMC's monthly blog and develop other web-based digital assets for the collection and associated public programs.

Hours:

Students are required to participate in the program for 16 hours each week on a hybrid schedule of in-person event support and office hours as well as some virtual remote hours. An exact work schedule will be determined and agreed upon based on the student's needs and during AHCMC's office hours: Monday – Friday, 10am-6pm. When possible, students will also be asked to support events that frequently take place on Wednesday evenings.

About the Public Art Trust

AHCMC manages the Public Art Trust - Montgomery County's central program for managing, commissioning and conserving all public art on County-owned property and supports other public art projects throughout Montgomery County. Today, the County's public art collection includes more than 250 outdoor sculptures and murals as well as more than 600 works on paper.

Intern Education & Program Focus Areas:

- Public Art collections management and support
- Public art and performance program coordination and development
- Community engagement and audience development
- Digital communications and social media promotion
- Graphic design and email production
- Public-private partnerships in the arts
- General arts management and administration

Desired skills and qualifications

- Enthusiasm for public art and community engagement
- Coursework completed in related area of study (e.g. visual arts, project management, arts management, nonprofit management architecture, design, community engagement or leadership etc.)
- Excellent attention to detail, creative thinker, and ability to problem solve
- Competency with Microsoft Office Suite.
- Experience in graphic design, photo editing, or email clients such as MailChimp preferred (not required)

QUESTIONS YOU MAY HAVE ABOUT THE INTERNSHIP PROGRAM

How much will it cost?

If you are accepted, you will need to enroll into the ARTT 290 Art Internship class and pay the tuition fee. The college will award three college credits and a **\$1000 stipend** at the successful completion of the internship. The stipend will help pay for tuition and your transportation costs.

How much time is spent at the institutions (remotely and face-to-face)?

You are expected to spend 16 hours per week for the length of the semester (240 hours of service to the institution). How you arrange your blended hours are up to you and the institution.

Who is eligible for MC Art Internships?

Only students who are enrolled at Montgomery College and who have applied through the college for the internship program will be considered. Student must have completed at least 15 arts-related credits and have achieved a 3.2 GPA. Strong writing ability and English language skills are required. If you have any questions about your eligibility, please contact Prof. Krueger.

How to apply for an internship?

Complete the application form (see below) with a resume and one faculty recommendation letter. In addition, include a 500 word typed essay. The essay should discuss why you are seeking an internship and what you hope to learn and experience during your internship, especially as related to your academic or professional development goals. While you should be specific, you should also indicate your flexibility and range of interests and skills in your essay.

Where to send your completed internship application?

Application materials must be submitted to Professor David Krueger, Rockville Art Department. email: david.krueger@montgomerycollege.edu

Please note: Art Internships availability may vary depending on the institution's requirements.

For more information on the intern's duties and the application process, please contact Professor David Krueger at:
david.krueger@montgomerycollege.edu

Application Form Below

Please complete and return to Professor David Krueger

Email: david.krueger@montgomerycollege.edu

| | | |
|--|-------|-----------------|
| MONTGOMERY COLLEGE ARTS INSTITUTE ART INTERNSHIP APPLICATION FORM | | |
| Last name: | | First name: |
| Mailing address: | | |
| MC E-mail address: | | |
| Telephone: | Home: | Cell: |
| Date of birth: | | Place of Birth: |
| Student MC number: | | |
| Citizenship Status (specify type of visa if not US citizen): | | |
| Expiration date of Visa/Passport: | | |
| Do you speak and read English fluently? | YES | NO |
| Which internship are you applying for? | | |
| Number of art related credit hours completed: | | |

Year of graduation (anticipated):

Major:

Current GPA:

Home Campus:

Degrees

All degrees held, institutions, and dates conferred:

Resume

Attach a current resume to this application.

Skills

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 a letter of interest and attach to this application.

Your letter of interest should be 500 words or more. It should discuss why you are seeking an internship and what you hope to learn and experience, especially as related to your academic or professional goals. While you should be specific, you should also indicate your flexibility and wide range of interests and skills.

Please attach (or paste into this box) your letter of interest below.

Type your full name:

Date:

Detach this section below and email to your faculty recommender. The faculty member then emails the completed recommendation form to:

david.krueger@montgomerycollege.edu

MONTGOMERY COLLEGE
ART INTERNSHIP FACULTY RECOMMENDATION FORM

Student's Name:

Student's MC #:

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.

Thank you.

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

Faculty Member's Name:

Department and Campus:

Compared to other students in your classes, how would you rate this student?
CHECK ONE

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 as possible. You may attach a letter to this form. Thank you.

Sign: Type Name:

Office Phone:

Date:

Email: