Art Museum Internship | Internship Requirements and Application Procedures

The University of Wyoming Art Museum Internship Program offers part-time, unpaid, internships in Collections (research, curatorial and collections management) and Museum Education (K-12 and post-secondary). A wide range of opportunities and experiences are provided through the Art Museum Internship Program. Some internship experiences may include: researching artists, artwork, exhibitions and programs; developing information for tours, lectures, dialogues and other interpretive public programs that cater to a variety of audiences. Available opportunities vary semester to semester.

Students are eligible and encouraged to earn academic credit, however, those programs are managed through the student’s sponsoring department, who may also have academic requirements in addition to the Art Museum. It is the student’s responsibility to secure academic credit with a sponsoring department and complete their requirements as well as those of the Art Museum.

Please note:
• Internships are competitive. The Art Museum offers a limited number of internships each semester and is unable to place all applicants.
• The Art Museum internships are unpaid, for-credit opportunities.
• Internship time commitments are set by the sponsoring department. The suggested calculations are 3 hours credit = 9 hours work/week (note there will be additional hours during the shorter summer semester)
• Incomplete applications will not be considered and please allow up to two weeks for a response.

Requirements:
Candidates applying for an internship must:
• Be currently enrolled at UW in good academic standing
• Academic rank of an undergraduate senior or graduate student

Application Procedures:
Students interested in an internship at the Art Museum must submit the following materials together in one package:
• Internship Application
• Resume or curriculum vitae
• Personal letter explaining your reasons for applying to the Art Museum Internship Program. Letter should include: what you hope to gain from the experience, what you feel you can contribute to the museum and what areas/departments interest you, and how this kind of experience might help enhance your education and career plans.
Submit Completed Applications to:
Nicole Crawford, Curator of Collections
University of Wyoming Art Museum
UW Art Museum Internship Program
Dept. 3807, 1000 E. University Ave.
Laramie, WY 82071-2000

Electronic submissions are preferred to: ncrawfor@uwyo.edu with “UW Art Museum Internship Program” in the subject line.

Application Deadlines
Fall Semester: June 1
Spring Semester: November 1
Summer Semester: April 15

Application Process:
After the completed application has been received and approved:
• The candidate will be contacted for an interview with museum staff. The purpose of the conversation is to determine the student’s qualifications, interests and goals; to discuss Art Museum needs and goals; and to establish specifics of conditions/responsibilities/tasks for the internship.
• The student is responsible for completing all appropriate paperwork from sponsoring department.
• Complete the Art Museum Memo of Understanding and submit with signatures to the Art Museum supervisor along with copies of sponsoring department paperwork and requirements. Request that the sponsoring department adds the student to workman’s comp for the semester and confirms it with the Art Museum.
• Work with the Art Museum supervisor to establish start date and working hours. It is the intern’s responsibility to complete the Internship Hours Log to track the required amount of contact hours.