

**SHELDON MUSEUM OF ART
AVAILABLE INTERNSHIPS
(class credit or experience based)
FALL 2008**

**Collections
(multiple positions available)**

The Sheldon Museum of Art seeks an intern(s) to assist the Collections Department and Curatorial Project Assistant with a variety of projects. The intern(s) will assist the Collections Department with an ongoing inventory of the artist and object files for the permanent collection. Open to undergraduate or graduate students. Requirements include attention to detail, experience with Excel and/or Word software, ability to type 40-50 wpm, ability to work well independently, willingness to work within the framework of Sheldon's hours. The intern(s) will also have the opportunity to help the Collections Department with an inventory project at our offsite storage facility. Intern(s) may be subject to a background check for security purposes if interested in the project. Intern(s) will also assist the Curatorial Project Assistant with processing and filing exhibition files. Responsibilities will include, but not be limited to the following:

Working on an existing inventory list in Excel of the artist and object files.

Creating new object files.

Intern may also be asked to create new archival files for artist and object files being inventoried.

Process and organize exhibition files

Lifting up to 40 lbs. to move a variety of objects. (Art & non-art)

Help create an inventory document for the offsite project.

Hours: The student will need to spend approximately 10 hours/wk. 1 credit=50 hrs./wk

Reports to: Genevieve Ellerbee, Associate Registrar

Development/Fundraising

The Sheldon Museum of Art seeks a dedicated and enthusiastic individual for a fundraising internship. The role will encompass a range of community fundraising activities and would be ideal for someone looking to learn about a career in fundraising. The individual will work on various projects including: grant research, proposal-writing, and grant-reporting; drafting donor communication pieces; maintain Sheldon website with respect to fundraising and explore other web-based donor communications strategies; assist with the planning and coordination of informational and fundraising events; assist with mailings and special projects. This is a voluntary, unpaid internship open to undergraduate or graduate students. Requirements include: strong verbal and written communication skills, attention to detail and organizational skills, and computer skills.

Hours: Minimum 10 hours/week for 3 months.

Reports to: Laura Reznicek, Development Director

Education

The Sheldon Museum of Art seeks an intern to organize for Sheldon's files the accumulated documents in connection with the research for its recently published sculpture collection book, as well as related photography. Open to undergraduate or graduate student familiar with or with an interest in archiving research materials. Requirements include organizational skills such as attention to detail, creative problem solving, and willingness to work within the framework of Sheldon's hours. Responsibilities will include, but not be limited to the following:

Organizing research materials
Determining appropriate documents for retention
Sorting and filing

Hours: The student will need to spend approximately 50 hours per credit hour.
Reports to: Karen Janovy, Curator of Education

Special Events

Are you someone with strong organizational skills and an interest in event planning? Assist in planning many of the Sheldon Museum of Art events. As a special events intern you will assist in developing unique themes, logistics, catering orders, guest lists, invitations, and publicity as well as assisting with event related research. Coordinate travel for guest speakers, consultants, and Sheldon Forum travel programs. Internship hours and schedule are relatively flexible making this a great opportunity for students to gain experience and develop event planning skills. Applicant must demonstrate strong organizational skills, ability to work independently and with others, be creative with budget limitations. Summer events include Jazz in June, a concert series that attracts approximately 5,000 each Tuesday in June.

Hours: The student will need to work approximately 50 hours per credit hour earned.
Reports to: Monica Babcock, Administrator

Sheldon Statewide

The Sheldon Museum of Art seeks an intern to assist the Sheldon Statewide Exhibition Coordinator with developing educational material from the current research and compilation of educational materials that exist for the 2009-2010 traveling exhibition. Will create educational material from research on approximately twenty artists included in the exhibition utilizing developed research, in-house library as well as other outside sources. Assist the Coordinator with compiling information and creating educational connections and activities to enhance the viewing experience to be included in docent and teachers packets and the Sheldon website. Assist with the design of the Youth Activity guide and comment book. Put together educational packets for mailing. Perform other related duties related to the Sheldon Statewide project. Experience in art, art education, museum studies and/or art history is helpful.

Hours: Flexible part-time hours
Reports to: Sharon Kennedy, Sheldon Statewide Exhibition Coordinator

Visitor Services Manager

The Sheldon Museum of Art seeks an intern to manage the Visitor Services volunteers who assist with the Welcome Desk and Museum Store. Develop effective ways of recruitment, retention and recognition of volunteers, including reporting and evaluation procedures. Evaluate the current Visitor Services policy and determine ways to change and improve effectiveness. Requirements include organizational skills such as attention to detail, creative problem solving, and willingness to work within the framework of Sheldon's hours. This is a great opportunity for a student who would like to build skills in organizational management, human resources and/or public relations. Responsibilities will include, but not be limited to the following:

- Recruit, interview and train new volunteers
- Manage volunteer database
- Provide ongoing training updates for current volunteers
- Develop and apply retention techniques

Hours: The student will need to spend approximately 50 hours per credit hour.
Reports to: Monica Babcock, Administrator

For more information regarding internships at the Sheldon Museum of Art call (402) 472-2461.

To apply for an internship send a resume and letter of interest to
Monica Babcock, Administrator
Sheldon Memorial Art Gallery
12th & R Streets,
Lincoln, NE 68588-0300