

125 West Bay Road
Amherst, MA 01002
T: (413) 658-1100
F: (413) 658-1139
www.carlemuseum.org

THE ERIC CARLE MUSEUM OF PICTURE BOOK ART ART STUDIO INTERNSHIP

Objective: The mission of The Eric Carle Museum of Picture Book Art is to inspire, especially in children and their families, an appreciation for and an understanding of the art of the picture book. In fulfilling our mission, we aspire to build bridges to an appreciation of art of every kind and to provide an enriching, dynamic, and supportive context for the development of literacy. We deliver this mission by collecting, presenting and celebrating the art of the picture book from around the world and by providing interactive experiences and programs that are engaging and educational.

The Art Studio at The Eric Carle Museum of Picture Book Art is open to visitors of all ages during regular museum hours and supports the aims of the museum through its Public Art and Guided Art Programs by encouraging making, appreciating, and thinking about art. Drawing on the Museum's exhibitions, Visual Thinking Strategies, and the Reggio Emilia Approach to Education, these activities also support the National and Massachusetts Arts Curriculum Frameworks for art education K-12. Programming in the studio includes drop-in activities, guided group programs, classes, and professional development workshops.

Responsibilities: Interns will report to the Studio Art Educators and provide support and relief by assisting in the implementation of studio programming and facilitating the drop-in art activities during designated times of the day. Duties range from orienting the visitor to the materials, activities and guidelines of the Art Studio; assisting in the preparation of materials; research and evaluation; and engaging in the maintenance and clean-up of the Studio.

Training and Support: Art Studio interns are asked to gain a general familiarity with Visual Thinking Strategies (www.vts.org) and the Reggio Emilia approach to education (www.narea.org) prior to the starting internship service. Interns will attend a general orientation to the Museum and its mission and receive specific training related to the position of Art Studio Intern. Shadowing, assisting and meeting with Art Studio Educators will provide the intern with a greater understanding of the design and implementation of Art Studio programming. In order to provide an individualized program, interns will discuss internship goals with Art Studio Educators to and develop a strategic plan for accomplishing those goals. Studio Educators will also work with interns to create documentation of their work at the Museum.

Qualifications: The Art Studio at the Eric Carle Museum of Picture Book Art offers Spring, Summer, Fall and January-Term unpaid, competitive internship opportunities for undergraduate students, particularly those who are interested in art and art education, enjoy working with people of all ages, and have an interest in art and museum careers. Internship applicants must also have customer service experience, good communication skills, the ability to work well as a team member, be self-motivated, capable of multi-tasking, friendly and outgoing, and possess a positive attitude and good sense of humor. Some studio art experience is preferred but not necessary.

Work hours include some weekday morning, weekday afternoon and weekend hours. Spring and Fall interns must complete a minimum of 144 total hours of service, with a required weekly commitment of at least 8 hours during the internship

session, and Summer interns must complete a minimum of 200 total hours of service, with a required weekly commitment of 20 hours during the internship session. If you are going to seek credit through your school, please include your credit hour requirements in your application materials.

Eligibility: The Art Studio Internship Program accepts applications from undergraduate college students. All interns must consent to a criminal background check.

Application Process: To apply to the Art Studio Internship Program at the Eric Carle Museum of Picture Book Art please submit the following:

- completed application.
- cover letter explaining your career goals, interest in the program, what you hope to gain, and what you can contribute.
- resume or curriculum vitae.
- one letter of recommendation (academic or professional).
- two references (academic or professional)

Please submit all materials in **ONE** envelope to:

Art Studio Internship Program
The Eric Carle Museum of Picture Book Art
125 West Bay Road, Amherst, MA 01002

Applications must be postmarked by:

August 1st for fall semesters

November 1st for January “J-Term” sessions

November 10th for spring semesters

March 20th for summer sessions

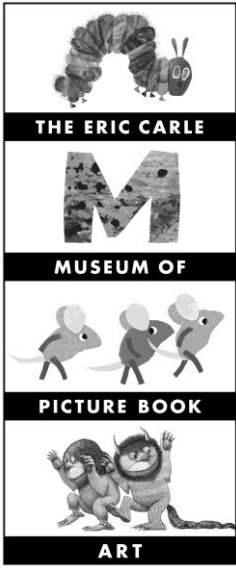
***If sending in application materials electronically, recommendations may be mailed in separately. Incomplete applications will not be accepted.** All complete application packets will be reviewed after the application deadline for each session. After an initial review of applications, a small number of applicants will be invited for an interview at The Museum.

* The Art Studio Internship at the Eric Carle Museum of Picture Book Art is unpaid. Interns are responsible for their own housing, meals, and travel expenses. For out-of-state finalists applying for our Summer internship we recommend looking for “sublet” or “home/apartment share” listings in Amherst or Northampton at: westernmass.craigslist.com. There is a free local PVTa bus line which stops at The Museum and runs on a limited summer schedule. For more information and complete schedule please visit: www.pvta.com. Financial assistance and alumni housing may be available through your academic institution or an alternative source. Please contact your academic institution for more information.

For information about the Art Studio Internship Program please visit:

http://www.carlemuseum.org/About_Us/Employment/Art_Studio_Internship

or email inquiries to the Studio Art Educators: artstudio@carlemuseum.org



THE ERIC CARLE MUSEUM OF PICTURE BOOK ART ART STUDIO INTERNSHIP APPLICATION

Thank you for your interest in internship opportunities at The Carle. Interns provide many skills and services that enhance the quality of The Museum's administration, exhibitions, and programming. Please provide information indicating your skills and interests.

The Eric Carle Museum of Picture Book Art is an equal opportunity employer. It is our policy that all applicants be considered solely on the basis of qualifications and ability without regard to race, religion, color, sex, age, national origin, disability or veteran status. Insurance and security restrictions require the museum to screen all applicants carefully, whether they are applying for paid or unpaid positions. Thank you for completing this application. It will be kept on file for one year.

PLEASE PRINT

Check one: Fall Session Spring Session
 Summer Session J-Term Session

Name: _____

Address: _____

Daytime phone: _____ **Evening Phone:** _____

Cell Phone: _____ **E-mail :** _____

Do you have the legal right to work permanently in the United States? _____

Education:

Institution: _____

Freshman _____ **Sophomore** _____ **Junior** _____ **Senior** _____

Course of study: _____

Is your institution giving you academic credit for this internship?

Yes__ **No**__

*Students who wish to receive academic credit for their internship must make their own arrangements with their college or university.

Employment Information: I am (*circle one*)

employed unemployed student

Organization: _____

Address of company or school: _____

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Position/Responsibilities: _____

Dates of Service: _____

Name of supervisor: _____

Telephone number: _____

Organization: _____

Address of company or school: _____

Position/Responsibilities: _____

Dates of Service: _____

Name of supervisor: _____

Telephone number: _____

Please check if you have proficiency:

- Computer skills
- Working with children
- Public speaking
- Creative ability
- Communication
- Publicity
- Library research
- Retail
- Customer Service
- Clerical skills
- Writing or Editing

Availability:

Sun	Mon (Mus. closed)	Tues	Wed	Thurs	Fri	Sat

Why do you think you should be accepted for the internship program?

How did you find out about the internship program?

Please read and sign below,

By signing this application, I certify: That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, The Eric Carle Museum of Picture Book Art, or its agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage.

I also understand that if chosen as an unpaid intern for the museum, I am required to abide by all rules and regulations and codes of ethics and ethical guidelines of the ECMPBA. I realize that if I am selected as an intern, The Eric Carle Museum of Picture Book Art reserves the right to terminate my internship whenever the need arises.

I consent to the release of information about my ability and fitness for this position by current/past employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the museum.

Signature: _____

Date: _____