

## **Samuel P. Harn Museum of Art**

### **Museum Mission Statement**

The Samuel P. Harn Museum of Art promotes the power of the arts to inspire and educate people and enrich their lives. To this purpose the museum builds and maintains exemplary art collections and produces a wide variety of challenging, innovative exhibitions and stimulating educational programs. As an integral part of the University of Florida, the museum advances teaching and research and is a catalyst for creative engagement between the university and diverse local, state, national and international audiences.

### **Internship Program Description**

Since 1990, the Harn Museum of Art has provided internship opportunities to college undergraduate and graduate students as well as non-students interested in pursuing art museum careers. Internships have been offered in all museum departments with the goal of exposing interns to standard museum procedures, issues and practices.

Internships offer the opportunity for those interested in museum related professions to gain valuable practical experience in the field while receiving guidance and mentoring from museum professionals. In addition, the museum benefits from the work and contributions made by the intern towards the goals and daily activities of the museum.

Harn Museum internships are available on an ongoing basis with three yearly application deadlines and selection periods. Internships require a specific number of hours per week as outlined in each project description, during which interns complete the objectives of a specific target project as well as daily departmental assignments. Interns have the opportunity to participate in departmental meetings, special events and various educational programs when appropriate.

Harn Museum of Art internships are open to all qualified individuals, without reference to age, race, ethnicity, color, religion, gender, sexual orientation, national origin or condition of disability. Internship candidates from all backgrounds, including students with disabilities, are encouraged to apply. Please contact us directly at [register@harn.ufl.edu](mailto:register@harn.ufl.edu) with questions that may arise throughout the application process, including but not limited to inquiries related to accommodation needs.

### **Overview of Internship Opportunities**

The Samuel P. Harn Museum of Art offers a wide variety of unpaid internship opportunities to undergraduate and graduate students, recent college graduates and non-students interested in pursuing museum careers.

Internships will generally relate to a specific project and department within the museum. For a list of current projects offered by each department, visit [www.harn.ufl.edu/intern](http://www.harn.ufl.edu/intern). Weekly work schedules can be flexibly arranged depending on the intern's needs, museum hours and the museum staff's schedule.

In addition to applying for departmental and special internships, applicants may submit their own proposals. For instructions regarding student internship proposals, please see the "Student Initiated Proposal" (SIP) on the intern webpage.

## **Internship Appointments and Deadlines**

Applications are accepted for internships for the Fall, Spring and Summer academic terms.

Application deadlines are noted on the website at [www.harn.ufl.edu/intern](http://www.harn.ufl.edu/intern).

## **Qualifications**

Students applying for internships at the Harn Museum should be graduate or undergraduate students in good standing at the University of Florida or their respective institutions. Qualified undergraduate students will carry a minimum GPA of 3.0; graduate students, a GPA of at least 3.5. Note: If your GPA does not meet the standards listed above at the time of your application, please enclose a letter explaining any extenuating circumstances or change of major that might have affected it.

Applicants not currently enrolled as a student in any college or university must have at least a B.A. in a related field or comparable work experience.

Qualified applicants will also demonstrate the following:

- interest in the arts, art museum career or related profession
- dedication to ethics and professionalism
- a commitment to the mission of the Harn Museum
- strong writing and research skills
- a desire to further his/her/their personal educational and career goals by way of successful completion of an internship at the Harn Museum.

## **Selection Criteria**

In selecting and placing applicants in an internship position, preference is given to matching the opportunities currently available at the museum with the department preference choices identified by the applicant. Additionally, staff availability and the suitability of the project for museum, staff and applicant requests are considerations in the selection and placement process. Finally, the cover letter of intent, academic standing, skills, experience and letters of recommendation also figure into the selection process. Students applying for PR/Marketing projects must submit 3 samples of previous work.

## **Review Process & Notification**

Upon receipt of application materials, an acknowledgement email will be sent to the applicant with a date for when to expect a notification, generally within six weeks, of the museum decision to select or decline an application. Interviews may be required for finalists in the selection process; telephone or video interviews may be substituted.

## **Additional Required Application Materials**

1. A short letter of intent (no longer than one page). This should serve as the cover letter for your application and should include the following information: the semester and year you are interested in working including proposed starting and ending dates; whether or not you want to earn credit for the internship and, if so, how many; the number of hours you anticipate working per week; why you are interested in this internship; how this internship relates to your coursework and/or major area of study; and specific educational and career goals that you wish to achieve by completing it. If you are applying for a funded scholarship, your letter should also be tailored to explain why you believe you should be considered for the requested award.
2. Two recommendation forms on pages 3 & 4 of the application PDF, one from each individual you have listed as a reference above.
3. A background check may be required in some but not all internship projects. We will notify the selected candidate if this applies.
4. One set of transcripts from current institution. You may submit unofficial transcripts. Recent graduates should also include this information.
5. Please check the funded internship descriptions for which you are applying. The Criser Internship applicants need to submit a writing sample in addition to the other required application materials.
6. If you are applying for graphic design projects, either in PR/Marketing or Education, you must submit 3 examples of your graphic design work.
7. Check the individual project descriptions for additional requirements.

Application materials must be submitted to the museum on or before the deadline listed on the website at [www.harn.ufl.edu/intern](http://www.harn.ufl.edu/intern) Application materials should be sent to: **register@harn.ufl.edu**

## **Course Credit**

A student at the University of Florida may earn credit for an internship arranged with their advisor or professor as long as he/she is enrolled and pays for the credits during the semester(s) of the internship. If you are not a University of Florida student, you will need to check your institution's policy regarding credit for paid internships.

Within the School of Art and Art History (SAAH) at the University of Florida, a three-credit internship is equal to approximately 9 hours of work per week during a standard semester. Hence, 135 hours is the minimum a student must work to earn three hours of credit. If the student wishes to complete the internship during a shortened summer term, the hours should be adjusted accordingly so that the minimum 135 hours are worked (ex., approximately 23 hours per week in a 6-week period). Again, if you are not a student in the SAAH or at the

University of Florida, you will need to consult your college, department, or institution about policies regarding credit for internship hours. Non-credit internships and non-funded internships are also available on a volunteer basis; hours are to be determined by the prospective intern and the internship coordinator or supervisor on a semester basis.

## **Funded Internship Opportunities**

Some internships are eligible for a monetary award through the following scholarships and endowments, if requested in the application and indicated in a cover letter. (Prior to applying, students receiving other financial aid should consult with Financial Services regarding what effect, if any, acceptance of either of these scholarships may have on their overall financial aid package.)

**NOTE: All funded internships are described below but may not be offered every term. Ensure you use the current *application* which indicates which funded internships are available.**

**The Criser Internship** – may be offered Fall and Spring terms.

The Criser Internship at the Harn Museum of Art is available on a semester basis to University of Florida undergraduate and graduate students. The Criser Internship carries a stipend of \$2500 per semester and is available for fall and spring semesters each year. The successful applicant may be majoring in any field of study provided that academic preparation, experience, and interests are appropriate for a particular internship opportunity. The Criser Internship may be offered to a student interning in any department at the Harn Museum. Selection is based on the applicant's suitability for the designated internship project including academic preparation, career goals, relevant extra-curricular activities, and ability to support the museum's goal to be inclusive and welcoming in serving a diverse public. In addition to the standard application materials, an applicant should have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships. The award will be withheld if no suitable applications are received, or if no suitable projects are available in a given semester. As a condition of the award, upon acceptance and completion of the internship the student must write a thank you note to the donor and a letter to the donor summarizing their experience at the museum. The number awarded is variable and determined annually.

To apply for this award, please share how you will be suitable for this award and the internship program through your academic preparation, career goals, relevant extra-curricular activities, as well as your ability to support the Harn's goal to be inclusive and welcoming in serving a diverse public.

**The Tim Joiner Memorial Internship** – may be offered Fall, Spring and Summer terms.

The Tim Joiner Memorial Internship at the Harn Museum of Art is available on a semester basis to undergraduate and graduate students working in preparation and registration. The internship carries a stipend of \$2500 per semester and may be available for fall, spring or summer semesters each year. The successful applicant may be majoring in any field of study provided that academic preparation, experience and interests are appropriate to this internship opportunity. In addition to the standard application materials, an applicant should have official transcripts sent to the museum and should complete the brief response located in the application under Scholarships. To apply for this award, please share how you will be suitable for this award and the internship program through your academic preparation, career goals, relevant extra-curricular activities, as well as your ability to support the Harn's goal to be inclusive and welcoming in serving a diverse public.

**The Dixie Neilson Museum Studies Registration Internship** – may be offered Fall, Spring or Summer terms.

The Dixie Neilson Museum Studies Registration Internship, when offered, is available on a semester basis to graduate students earning Master of Arts degrees or certificates in Museum Studies both at the University of Florida and other institutions, and to undergraduate students with a demonstrated interest in museum careers. This internship focuses on aspects of registration at the Harn Museum and is overseen by the Harn Museum of Art Registrar, who also consults with the Internship scholarship committee. Selection is based on the applicant's suitability for the designated internship project including academic preparation, career goals, relevant extra-curricular activities, and ability to support the museum's goal to be inclusive and welcoming in serving a diverse public. This internship is project-based and carries a stipend of \$2500. In addition to the standard application materials, interested applicants should also have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships. The award will be withheld if no suitable applications are received, or if no suitable projects are available. Students who are selected for the internship may re-apply if the project carries over into the following semester. As a condition of the award, upon acceptance and completion of the internship the student must write a thank you note and letter to the donor summarizing their experience at the museum. The number awarded is variable and determined annually.

To apply for this award, please share how you will be suitable for this award and the internship program through your academic preparation, interest in a museum career in registration, relevant extra-curricular activities, as well as your ability to support the Harn's goal to be inclusive and welcoming in serving a diverse public.

**The E. Robert Langley Internship through the UF School of Art and Art History** – offered Spring and Summer terms.

The E. Robert Langley Internship is supported by the University of Florida School of Art and Art History through The E. Robert Langley Scholarship Fund. The E. Robert Langley Internship is available to undergraduate and graduate students enrolled full-time in the University of Florida's School of Art & Art History. The Langley Internship is available Spring and Summer terms. The number and amount awarded is variable and determined annually. Final approval of the museum's selected applicants is made by the School of Art and Art History. In addition to the standard application materials, an applicant should have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships.

To apply for this award, please share how this internship will support your studies in the School of Art + Art History.

**The Jalyn Imani Stallworth Internship** – may be offered Fall, Spring or Summer terms.

The Jalyn Imani Stallworth Internship is available on a semester basis to graduate and undergraduate students applying to an internship at the Harn Museum of Art in the Curatorial or Education Departments and carries a stipend of \$2500 per semester. The successful applicant may be majoring in any field of study and will have demonstrated commitment to making meaningful contributions to a pluralistic

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community and the continuation of a diverse student body. Other factors considered may include a commitment to communication across the social lines of gender, race, generation, and geography; ability to overcome educational, social, or family disadvantages; study of the African Diaspora; participation in programs of the Institute for Black Culture; attendance at a Historically Black College or University (HBCU); and academic merit and leadership potential. In addition to the standard application materials, an applicant should have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships. The award will be withheld if no suitable applications are received, or if no suitable projects are available in a given semester. As a condition of the award, upon acceptance and completion of the internship the student must write a thank you note and letter to the donor summarizing their experience at the museum. The number awarded is variable and determined annually.

**The Mary M. James Student Inspiration Fund**– may be offered Fall, Spring or Summer terms.

The Mary M. James Student Inspiration Fund is available on a semester basis to University of Florida graduate and undergraduate students. The Mary M. James Student Inspiration Internship carries a stipend of \$2500 per semester. The successful applicant may be majoring in any field of study provided that academic preparation, experience, and interests are appropriate for a particular internship opportunity. Students from all backgrounds and experiences are strongly encouraged to apply for this opportunity which aims to encourage the next generation of museum professionals in a rapidly diversifying field. Accordingly, the Museum agrees, in choosing the recipients of this award, to consider the following factors: demonstrated commitment to making meaningful contributions to a pluralistic community and the continuation of a diverse student body; sensitivity to and understanding of racial and ethnic issues in society, particularly as they relate to museums and cultural institutions; commitment to learning to better communicate across the social lines of gender, race, generation, geography, and class; ability to overcome educational, social, or family disadvantages; and academic merit and leadership potential. Internships may be offered in all departments at the Harn Museum. In addition to the standard application materials, an applicant should have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships. The award will be withheld if no suitable applications are received, or if no suitable projects are available in a given semester. As a condition of the award, upon acceptance and completion of the internship the student must write a thank you note and letter to the donor summarizing their experience at the museum. The number awarded is variable and determined annually.

To apply for this award, please share your experiences in the classroom and other activities that demonstrate how you satisfy the following qualification factors: demonstrated commitment to making meaningful contributions to a pluralistic community and the continuation of a diverse student body; sensitivity to and understanding of racial and ethnic issues in society, particularly as they relate to museums and cultural institutions; commitment to learning to better communicate across the social lines of gender, race, generation, geography, and class; ability to overcome educational, social, or family disadvantages; and academic merit and leadership potential.

**The Jacqueline Friel Fund Internship** – may be offered Fall and Spring terms.

The Jacqueline Friel Fund Internship at the Harn Museum of Art is available on a semester basis to a University of Florida undergraduate and graduate students with a leadership role in the MUSE program. Harn Museum of Art Internship Instructions Spring 2023

The Jacqueline Friel Fund Internship carries a stipend of \$2500 per semester and is available for fall and spring semesters each year. The successful applicant may be majoring in any field of study provided that academic preparation, experience and interests are appropriate this internship opportunity. Selection is based on the applicant's suitability for the designated internship project including academic preparation, career goals, relevant extra-curricular activities, and ability to support the museum's goal to be inclusive and welcoming in serving a diverse public. In addition to the standard application materials, an applicant should have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships.

To apply for this award, please share how you will be suitable for this award and for holding a leadership role in the MUSE program through your academic preparation, career goals, relevant extra-curricular activities, as well as your ability to support the Harn's goal to be inclusive and welcoming in serving a diverse public.

**The Laura and Kenneth Berns Docent Program Endowment Intern** – may be offered Fall, Spring or Summer terms.

The Laura and Kenneth Berns Docent Program Endowment Intern at the Harn Museum of Art is available on a semester basis to a University of Florida undergraduate and graduate student working with the Docent Program at the museum. This internship carries a stipend of \$2500 per semester and is available for fall and spring semesters each year. The successful applicant may be majoring in any field of study provided that academic preparation, experience and interests are appropriate this internship opportunity. In addition to the standard application materials, an applicant should have *official* transcripts sent to the museum and should complete the brief response located in the application under Scholarships.

To apply for this award, please share how you will be suitable for this award and the internship program through your academic preparation, career goals, relevant extra-curricular activities, as well as your ability to support the Harn's goal to be inclusive and welcoming in serving a diverse public.

### **Any Questions?**

The Harn Museum is here for YOU! If you have any questions, please feel free to contact the Intern Coordinator at [register@harn.ufl.edu](mailto:register@harn.ufl.edu). For general information, you may also visit our website at [www.harn.ufl.edu/intern](http://www.harn.ufl.edu/intern)