



wexner center for the arts

THE OHIO STATE UNIVERSITY

Internship Information Summer 2010

Thank you for your interest in an internship at the Wexner Center for the Arts. The Wexner Center offers academic internships for undergraduate and graduate students, recent graduates, and on occasion, high school students. Internships at the Wexner Center are available based on individual departments' needs. Interns gain experience and knowledge in the workings of a contemporary arts center and work under the guidance of our professional staff. Academic internships are not paid, but students are welcome to seek academic credit for their work in coordination with their internship supervisor and their academic advisor. The Wexner Center is committed to building an inclusive work environment that welcomes and values diversity. We strive to ensure that our work environment is as stimulating, inspiring and diverse as the many artists, programs and art forms we present. Students from all academic, cultural, and ethnic backgrounds are encouraged to apply for internships.

Internship Application

Candidate Information

Name:

Date:

Current Address:

Phone:

Permanent Address:

E-mail Address:

Education

College/University:

Major:

Date of Graduation:

Minor:

Graduate School:

Course/Major:

Date of Graduation:

Thesis Topic:

Dates Available for Internship - From:

To:

Hours and days of the week available (please include weekend/evening availability):

How did you hear about the Wexner's Internship Program?

Are you eligible for the Federal Work-Study Program (determined by your financial aid eligibility)?

Areas of Interest

Please check the department(s) you prefer for an internship.* If you are interested in applying for more than one department, please rank in order of preference for placement (with 1 being the department that interests you most).

***Not all departments will offer internships each internship period. See listings of current internship offerings below.**

Exhibitions Development & Membership Education
 Design Marketing/Communications Publications
 Store/Merchandising Art & Tech (video editing studio) Web Editing/Interactive

Application Guidelines

Please complete this application and submit it along with the following materials by the appropriate deadline date (see above):

- current resume detailing coursework and work experience relevant to the internship
- full contact details for two academic and/or professional references
- one-page statement from the applicant regarding his or her interest in museum/arts center work and reasons for applying

Send applications to:
Amanda Potter
Educator for Public and University Programs
Wexner Center for the Arts
1871 N. High Street
Columbus, OH 43201

Or submit electronically to apotter@wexarts.org with Internship Program in the subject line.

For more information, please contact Amanda Potter at apotter@wexarts.org. No phone calls, please.



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Current Internship Listings:

Wexner Store Merchandising/Marketing Internship

This individual will work to assist in marketing the Wexner Store and its merchandise through the store's website and other online content, under the direction of the Wexner Store managers and Web and Interactive Coordinator. Projects will include updating the website to include new products, coordinating Facebook and Twitter accounts, and crafting blog and e-mail messaging. This is an excellent opportunity to gain behind-the-scenes experience in on-line retail and the workings of a successful store.

Requirements:

The internship will be for 10 hours per week; exact schedule can be flexible and the internship may be extended into additional quarters. Students with a background in fashion, design, or marketing preferred.

- Application deadline: April 15th

Web Internship

Help maintain and update the Wexner Center website, including creating new event pages in the content management system, resizing images for the web using Photoshop and locating relevant media links. Will also post to the blog and work with various social media accounts, such as Twitter, Facebook and YouTube. May help edit HTML/CSS and, if desired, help develop website elements with PHP/MySQL and Javascript/jQuery.

Requirements:

Candidates must be willing to commit to between 10 and 15 hours per week, work on site and be comfortable using Apple computers. You must be at least 18 years of age and currently enrolled in a college or university (graduating seniors, graduate students and international students are welcome).

- Application deadline: April 15th

Publication & Press Archives Summer Internship (Marketing/Communications Dept.)

Organize the Wexner Center publication archives. Job involves reviewing and cataloguing past publications, integrating current materials and establishing a plan for integrating future publications. Will organize and provide materials to the OSU Archive Library as required by the OSU Records and Retention guidelines, and organize archive for use by WCA staff. In addition to Wexner Center publication archives, projects include organizing the physical and digital press clipping archives. Will organize and provide materials to the OSU Archive Library as required by the OSU Records and Retention guidelines, and organize pres archive for use by WCA staff.

Requirements:

Candidates must be organized, willing to commit to a minimum of 8 hours per week, work on site and be comfortable using Microsoft Excel and Word. You must be at least 18 years of age and currently enrolled in a college or university (graduating seniors, graduate students and international students are welcome).

- Application deadline: April 15th

Marketing/Community Outreach Summer Internship (Marketing/Communications Dept.)

Conduct research to verify contacts at OSU campus departments and local colleges and universities. Conduct an assessment of current outreach distribution channels and identify new areas for possible distribution. Will coordinate and manage the creation of a Wex street team that will distribute literature to drop sites around the campus area in addition to other coordinated events. Will provide assistance with data entry; assist in preparing monthly mailings and help with outreach efforts at summer festivals.

Requirements:

Available May through September and must be available at least 10 hours a week. You must be at least 18 years of age and currently enrolled in a college or university (graduating seniors, graduate students and international students are welcome). Strong communications skills and a background in marketing or interests in the arts preferred.

- Application deadline: April 15th

K-12 School Programs Internship (Education Department)

Intern will help out administratively in the school programs area. Projects include: organizing and archiving program materials, helping to create or build an online presence for translating and transferring K-12 learning resources to that online space, housed either in a blog format, Google sites, or another online tool. Additionally intern will perform some online research, gathering learning materials for K-12 programs, organizing learning materials for K-12 programs, and other related projects.

Requirements:

Candidates must be organized, detail oriented, research savvy, technology savvy, comfortable with contemporary art, and most of all knowledgeable in K-12 education. Candidate must be willing to commit between 5-10 hours per week for the summer. There may be opportunities to continue as an intern on a limited as-needed basis throughout the school year. Please express interest in year-round opportunities when inquiring about this position. You must be at least 18 years of age and currently enrolled in a college or university (graduating seniors, graduate students and international students are welcome).

- Application deadline: April 15th

Media Tech/Equipment Internship (Education Department)

Help maintain the Wexner Center's Education media equipment (digital cameras, iPods, Mac laptops, etc.) for student classes. Tasks include: keeping all equipment functioning and prepared for weekly summer classes; "cleaning" and transferring student work off each laptop at the end of each week throughout the summer; burning discs of student work, creating simple short slideshows and compilations/iMovies of digital work for viewing later and archiving; troubleshooting with and assisting artist educators teaching classes. Must be comfortable with potentially working with students as young as 7 and as old as 18 on media projects. Technical understanding and comfort with both PC and Mac computers, various software (Adobe Photoshop, iMovie, etc.) and a gaming background is considered a plus! *Because this internship has the potential for working directly with students, a complete (federal and state) background check is mandatory.*

Requirements:

Candidates must be willing to commit to 15 hours per week, work on site and be comfortable using Apple and PC computers. You must be at least 18 years of age and currently enrolled in a college or university (graduating seniors, graduate students and international students are welcome).

- Application deadline: April 15th