



wexner center for the arts

THE OHIO STATE UNIVERSITY

Internship Information 2010-2011

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): _____

Internship Period Applying for (you may select more than one):

- Fall 2010 (deadline September 1)
- Winter 2011 (deadline November 1)
- Spring 2011 (deadline February 1)
- Summer 2011 (deadline April 1)

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

Are you eligible for the Federal Work-Study Program?

This will not impact your eligibility for academic internships, but if you are eligible (as determined by your financial aid package), we frequently have additional work-study opportunities available and can provide you information about those positions as well.

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 Marketing/Communications Education
- Design Development & Membership 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/cover letter regarding your 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, contact Amanda Potter at apotter@wexarts.org. No phone calls, please.



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Current Internship Listings:

Wexner Store Merchandising/Marketing Internship (Wexner Store)

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: Sept. 1 for a fall quarter internship; Nov. 1 for winter quarter

Marketing/Community Outreach 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 events and festivals.

Requirements:

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: Sept. 1 for a fall quarter internship; Nov. 1 for winter quarter

Photography Internship (Marketing/Communications Dept.)

Event and Product photography, photo editing and resizing, photo archive organization. Internship would include photographing at Wexner Center events; including lectures, visiting filmmakers, some receptions/parties, and one-off photo ops as necessary. Photos will be used in some print publications and online. Job includes some product photography for the Wexner Center Store. Images will be used for online store, and in some print publications. Based on experience and current production needs, other projects may include organizing digital photos and past photo archives, photo editing, resizing and scanning of images.

Requirements:

Candidates must be organized, willing to commit to a minimum of 8 hours per week, work some night and weekend hours, work on site and have a basic understanding of digital cameras, photography and Adobe applications, photo editing and be comfortable with both PC and Mac 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: Sept. 1 for a fall quarter internship; Nov. 1 for winter quarter

Media Relations Internship (Marketing/Communications Dept.)

Assist in the media relations office for all Wexner Center programs. Responsibilities could include assisting with maintenance of databases; assisting with maintenance of press archives; background research; production of weekly email messaging; assistance with digital photos processing; and a variety of miscellaneous duties within the media relations/marketing department as assigned. Interns will also have the opportunity to work on podcasts (production and editing), the Wexner Center blog, video (production and editing), and other new media projects, depending on interest.

Requirements:

Candidate must possess organizational and writing skills, with proven attention to detail. Interest in the arts preferred. Candidate must be willing to commit to a minimum of 8 hours per week on-site, and be comfortable using Microsoft Excel and Word; experience with media editing software (Photoshop, Garageband, etc) preferred, but not required. 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). Especially seeking a liberal arts, communications, or fine arts student, but all fields welcome to apply.

- Application deadline: Sept. 1 for a fall quarter internship; Nov. 1 for winter quarter

Education Programs Internship (Education Dept.)

This individual will work on a variety of projects in support of the Education Department's programs for schools and families, under the direction of the Education Programs Coordinator. You will have the opportunity to work with young people, artists, and museum educators in a creative atmosphere. Tasks may include (but are not limited to): preparation of materials and resources for workshops, assisting visiting school groups, assisting with mailings, updating department databases, and researching purchases. In some cases, the internship can be shaped to meet the intern's own interests and strengths.

Requirements:

Candidates must be able to commit to between 8-10 hours per week. Must be organized with an attention to detail. Students from all levels, including high school, are welcome to apply. A background in the arts or education will be useful, but is not necessary. Pending outcome, the internship has the potential to be extended for multiple quarters.

- Application deadline: Sept. 1 for a fall quarter internship; Nov. 1 for winter quarter

Teen & Family Programs/Digital Media Internship (Education Dept.)

Help support the Wexner Center's teen and family programs by maintaining our media equipment (digital cameras, iPods, Mac laptops, etc.) for student classes. Tasks include: preparing equipment and supplies for programs/workshops as scheduled; "cleaning" and transferring student work off laptops after each program; burning discs of student work, creating simple short slideshows and compilations/iMovies of digital work for viewing later and archiving; assisting artist educators teaching workshops. When not working directly with equipment/tech, intern will perform other administrative tasks as needed.

Requirements:

Candidates must be willing to commit to 10-15 hours per week, work on site and be comfortable using Apple and PC computers. Familiarity with Adobe Photoshop, iMovie, and other editing software is considered a plus. We would prefer to find a candidate who can work fall through spring quarters, if possible. Must be comfortable with potentially working with students as young as 7 and as old as 18. Students from all levels, including high school, are welcome to apply.

- Application deadline: Sept. 1 for a fall quarter internship; Nov. 1 for winter quarter

Internship in Contemporary Art & Environmental Issues (Education Dept.)

This individual will work directly with the Wexner's Director of Education on Art & Environment, a half-year course for high school juniors and seniors on contemporary art and environmental issues. The internship will run from mid-January through the first week of June 2011; Wednesday afternoons from noon-4 PM are required; some additional late afternoons/evenings required; for a total of 7 hours/week. Information about the overall course can be found at <http://artandenvironment.blogspot.com/>. Goals for the intern's involvement in the course include getting to know the students and encouraging their continued participation and development, identifying early on in the course which students have the most rudimentary art studio skills and will need the most help, providing one-on-one advice to students on art studio-related issues (concept development, design, construction, technique, etc.), and providing administrative support to the project.

Requirements:

The intern must have knowledge of a broad range of studio art techniques, basic computer skills, and a strong interest in and enthusiasm for working with teenagers.

Graduate students in Studio Art and Art Education preferred; undergraduate art and art education majors also considered. Recent graduates will also be considered.

- Application deadline: November 1