



wexner center for the arts

THE OHIO STATE UNIVERSITY

Internship Information 2011-2012

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: *(Note: most internships take place during regular Wexner work hours of M-F, 9am – 5:30pm, but please also include your weekend/evening availability)*

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 list the positions in which you are interested (using the listings on the next pages). If you are interested in applying for more than one position, please rank in order of preference for placement (with 1 being the department that interests you most).

1 _____
2 _____
3 _____

Application Guidelines

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

- 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 *(updated 8/15/11)*

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 distribution of 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 community and campus events.

Requirements:

Candidates 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 assisting on video shoots; organizing unedited video, digital photos, and past photo archives; and 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

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: 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 audiences of all ages, 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): documenting programs through video and photos, 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 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 Programs/Digital Media Internship (Education Dept.)

Support the Wexner Center's teen programs by maintaining our media equipment (30 digital cameras, iPods, 15 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/staff teaching tech workshops using the equipment. When not working directly with equipment/tech, intern will perform other administrative tasks as needed and assist at Wex events. iMovie, Final Cut Express and Photoshop experience preferred.

Requirements:

Candidates must be willing to commit to 10 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 highly diverse teens up to age 18 with various levels of experience. A background in social work is a plus. Students from all college levels (undergraduate or graduate) are welcome to apply.

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