



# wexner center for the arts

## THE OHIO STATE UNIVERSITY

### **Internship Information 2009-10**

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: \_\_\_\_\_

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

Winter 2010 (deadline November 2)

Spring 2010 (deadline February 1)

Summer 2010 (deadline April 15)

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](mailto:apotter@wexarts.org) with Internship Program in the subject line.

For more information, please contact Amanda Potter at [apotter@wexarts.org](mailto:apotter@wexarts.org). No phone calls, please.



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## THE OHIO STATE UNIVERSITY

### **2009-2010 Internship Descriptions:**

#### **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 2010; 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.

- Application deadline: November 2<sup>nd</sup>

#### **Exhibitions Internship**

Professional intern to assist with exhibition organization, including research, mailings, and general clerical assistance. The internship will run for 2 hours per day, Monday through Friday until the end of the academic year (i.e. winter and spring quarters).

#### **Requirements:**

Graduate students with an art history background are preferred. Intern must possess excellent writing skills, experience in research, attention to detail, ability to work under a deadline, and strong knowledge of Microsoft Excel and Access.

- Application deadline: November 2<sup>nd</sup>

#### **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, starting winter quarter; exact schedule can be flexible and the internship may be extended into spring quarter. Students with a background in fashion, design, or marketing preferred.

- Application deadline: November 2<sup>nd</sup>

### **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: November 2<sup>nd</sup>

### **Media Relations Internship** (Marketing/Communications Dept.)

Assist in the media relations office for all Wexner Center programs, along with regular maintenance of databases and press archives. 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: November 2<sup>nd</sup>

### **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: November 2<sup>nd</sup>

**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 15<sup>th</sup>

**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 15<sup>th</sup>