



wexner center for the arts

THE OHIO STATE UNIVERSITY

Internship Information 2015-2016

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 on next page):

- 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:

Marisa Espe
Education Assistant
Wexner Center for the Arts
1871 N. High Street
Columbus, OH 43201

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

For more information, contact Shelly Casto at scasto@wexarts.org. No phone calls, please.



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Current Internship Opportunities (updated 4/13/16)

Institutional Advancement Internship (Director's Office)

Under the direction of the Deputy Director, conducts research, prepares briefings, plans and executes projects that support the Center's institutional advancement priorities in the areas of marketing, development, education and patron services. Opportunity to propose and pursue a capstone project, study or initiative that is mutually beneficial.

Requirements:

Candidates must be available at least 8-10 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). Excellent analytical and communications skills, an ability to think strategically as well as pragmatically, and a commitment to teamwork are essential.

- **Application deadline: May 1st.**

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

Conduct research to verify contacts at OSU campus departments and local colleges and universities, as well as other local outlets, and public events. Assists with maintaining and updating current outreach distribution channels and identifying new areas for possible distribution. Coordinate and manage the distribution of literature to drop sites around the campus and community 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, including on location at local festivals and other outreach events. This internship may be extended through Spring Semester, if mutually agreed to by intern and supervisor.

Requirements:

Candidates must be available at least 10 hours a week. Occasional weekend and evening hours may be required. 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.**

Development Internship (Development Department)

This position assists with general development responsibilities including managing donor and prospective donor records, researching potential sponsors for specific programs at the Wex, drafting sponsorship proposals as needed and assisting with special projects. *This internship may be extended through Spring Semester, if mutually agreed to by intern and supervisor.*

Requirements:

Candidates must be available at least 8-10 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). Excellent analytical and communications skills, an ability to think strategically as well as pragmatically, and a commitment to teamwork are essential. Background and/or or interests in the arts preferred.

- **Application deadline: rolling**

Paid 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-August, 2016 through early January 2017** Wednesday afternoons from 2:45-5:30 PM are required; some additional days/evenings required; for a total of roughly 7 hours/week. Information about the overall course can be found at <http://wexartenvironment.wordpress.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. Intern will be paid a stipend of \$1,000 for their contributions.

Requirements:

The intern **must have experience in 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: July 15**