



# 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:

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



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#### **Current Internship Opportunities** *(updated 8/12/15)*

##### **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 retail outlets. Conduct an assessment of current outreach distribution channels and identify new areas for possible distribution. 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, including on location at local festivals and other outreach events. Will also assist in drafting and proofreading ad copy.

*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: Monday, August 31**

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

For this internship, which has a focus on writing, responsibilities include writing copy (long- and short-form), proofreading, furnishing images and information to media, helping maintain media archives and database, helping with media as needed on-site, assisting at events, conducting background research, occasional media pitching, and a variety of duties within the marketing department as they arise. *This internship may be extended through Spring Semester, if mutually agreed to by intern and supervisor.*

##### **Requirements:**

Excellent writing skills and organizational skills, with attention to detail, are required. Candidate should enjoy interacting with people, in person and on the phone, and work well as part of a team. Comfort with Excel, Word, Photoshop, HTML, and databases also a plus. 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). Interest in the arts preferred. Must be willing to commit to a minimum of 10 hours per week on-site. Especially seeking a liberal arts, journalism, communications, or fine arts student, but students in all fields welcome to apply.

- **Application deadline: Monday, August 31**

##### **Development Internship** (Development Department)

Under the direction of the Director of Development, 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: Monday, August 31**