



INTERNSHIP PROGRAM DESCRIPTION

The Albany Museum of Art offers part-time internships during both the summer and academic year. The Museum seeks the following: B.A. - or M.A.-level students and recent graduates in Art/Art History, Museum Studies, Arts Administration, Arts Education and/or related fields for internships in:

- Special Events & Operations
- Marketing & Membership
- Education & Public Programs

AMA's internship program offers **unpaid** internships, for which students may be eligible to earn academic credit. Credit programs are managed through individual academic institutions. AMA's internship program provides students with a wide range of opportunities and experiences. Internship experiences may include researching artists, exhibitions, and programs, conducting market research, or writing press releases. Interns may also engage in forums for developing workshops, tours, lectures, dialogues, symposia, curricula, performances and other interpretive public programs that cater to a variety of audiences.

ABOUT THE MUSEUM

Formed in the early 1960s, the Southwest Georgia Art Association obtained its not-for-profit status in March 1964. With a volunteer staff and donated space in a defunct hosiery mill, the group established a program of exhibitions, lectures, and art instruction. In 1969, through the generosity of W. Banks Haley, Jr., the association constructed a gallery in a small city park. Its first paid staff members were hired in 1975. Exhibitions were drawn from collections and/or faculty of area universities; SITES (Smithsonian Institution Traveling Exhibition Service); corporate collections including those of IBM, Coca-Cola, and Gulf States Paper Company. The Gallery hosted the Southeastern Annual exhibitions and Georgia Designer Craftsmen shows. Art instruction for children and adults was provided by instructors with professional standing. In addition, the programs included film and lecture series, chamber music, and dinner theatre. In 1980, at the beginning of a capital campaign for a new building, the association's name was officially changed to the Albany Museum of Art.

In 1983, the citizens of Albany and Southwest Georgia opened a new museum facility with an exhibition of American Impressionism from the Phillips Collection and a permanent installation of its own collection of traditional African art. Today the Albany Museum of Art offers over twenty art exhibitions annually, including its permanent collection exhibits. The Museum facility contains a 200-seat auditorium and a classroom for studio arts.

The museum is nationally accredited with a growing collection, including an impressive collection of 19th and 20th Century American and European art. The Museum also houses one of the largest collections of traditional African art in the Southeast outside of a university setting. Believing that art is vital to the human



experience, the museum strives to cultivate curiosity and passion for art in its many forms. In addition to the numerous exhibitions and programs hosted throughout the year, the AMAzing Space Gallery provides interactive learning through hands-on experiences for children of all ages.

PLEASE NOTE

- AMA does not provide travel, relocation or housing assistance for interns.
- Internship time commitments vary between minimum 8 hours per week to maximum 35 hours per week.

REQUIREMENTS

Candidates applying for internship must:

- Have completed at least one year of college
 - Be currently enrolled in a college/university
- or**
- Have earned an undergraduate degree no more than three years prior to the start of the internship.

APPLICATION PROCEDURES

Students interested in an internship at AMA should send the following materials **together in one package or PDF:**

- Internship application (attached)
- Two letters of recommendation (forms attached)
- Resume or curriculum vitae
- Personal letter explaining your reasons for applying to the Albany Museum of Art Internship program. Letter should include: what you hope to gain from the experience, what you feel you can contribute to the department in which you are applying, and how this kind of experience might help enhance your education and career plans. Please indicate the department to which you are applying and state the reasons for your choice.

SUBMIT COMPLETED APPLICATIONS TO:

The Albany Museum of Art

311 Meadowlark Drive

Albany, GA 31707

OR

info@albanymuseum.com



APPLICANT INFORMATION

Last Name First Name

Mailing Address City State ZIP

Telephone (home) Other Phone (mobile or work) E-Mail

College/University Location

Major Minor

Date of Graduation

Emergency Contact Name Relationship Telephone

How did you learn about the internship program? (Please check)

- AMA Website
- College/University Posting
- Word of Mouth
- Internship Program Alumni
- Other (please specify) _____

Internship session(s) for which you are applying: (Please check)

- Fall
- Winter
- Spring
- Summer

I would like to intern in the following department: (Please indicate your 1st and 2nd choice.)

_____ COLLECTIONS & EXHIBITIONS

_____ EDUCATIONS & PUBLIC PROGRAMS

_____ MARKETING, MEMBERSHIP & SPECIAL EVENTS

_____ Other (please specify) _____



LETTER OF RECOMMENDATION FORM

The following contact information is required on this form. Recommendations received after the deadline will not be considered.

Applicant's Name

REFERENCE #1 CONTACT INFORMATION

First Name

Last Name

Title Organization/Affiliation

Mailing Address

City

State

ZIP

Telephone

E-Mail

Relationship to Applicant

The recommendation should include the following information:

- the length of time and in what capacity you have known the applicant
- commentary on the applicant's professional development
- an assessment of the applicant's ability including: strengths, weaknesses and seriousness of purpose
- how acceptance to this program will benefit the applicant

Please feel free to attach additional paper or write the recommendation on letterhead.

Signature

Date



LETTER OF RECOMMENDATION FORM

The following contact information is required on this form. Recommendations received after the deadline will not be considered.

Applicant's Name

REFERENCE #2 CONTACT INFORMATION

First Name

Last Name

Title Organization/Affiliation

Mailing Address

City

State

ZIP

Telephone

E-Mail

Relationship to Applicant

The recommendation should include the following information:

- the length of time and in what capacity you have known the applicant
- commentary on the applicant's professional development
- an assessment of the applicant's ability including: strengths, weaknesses and seriousness of purpose
- how acceptance to this program will benefit the applicant

Please feel free to attach additional paper or write the recommendation on letterhead.

Signature

Date