

## **Mission and Description of the Metal Museum**

---

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

## **Purpose**

---

The Metal Museum offers a range of internship opportunities for undergraduate and graduate students interested in careers related to curation, museum education, marketing, and studio art. Interns will gain professional skills and learn about museum practice. Each intern is placed in one of the Museum's departments under the supervision of a full-time staff member.

## **Available Internships**

---

### **Collections and Exhibitions Intern**

- Interns will assist the Collections and Exhibitions department in archiving and digitizing the institutional history of the Museum.
- Interns will be trained in and will use the database management system PastPerfect as they work to make historic records accessible to staff and the public.
- They will also learn day-to-day museum practices including object handling and will have the opportunity to assist with an exhibition change.

### **Education and Outreach Intern**

- Intern will assist the Education and Outreach department with annual Museum events, community outreach, guided tours, and classes.
- They will learn how to develop art education curriculum, provide studio art instruction, and strengthen their public speaking skills.

### **Development and Communications Intern**

- Interns will assist the Development and Communications department with content creation, social media management, marketing research, email marketing, search engine optimization, business development, data analysis, and event planning.

### **Operations Intern**

- Interns will assist Operations staff to complete independent projects and/or provide support to other departments.
- Projects may include managing visitor communications, coordinating front of house coverages and internal meetings, managing inventory, data entry, data management, streamlining processes, and research.
- This role provides a great deal of scope for independent working and developing professional skills.

## Requirements

---

Internships begin the first full week of the semester and conclude on the last day of classes. Interns must commit to a minimum of 120 hours during the fifteen-week program. Internships are offered for class credit and are unpaid. Interns must have a 2.5+ overall GPA to be considered.

## To Apply

---

### [Apply using the online application.](#)

In addition to the online application, you will be asked to upload a resume, unofficial transcript, and one letter of recommendation from an instructor who knows you in an academic context.

## Deadlines

---

INTERNSHIP PERIOD	APPLICATION DEADLINE	NOTIFICATION
Spring 2024	November 11th, 2023, 11:59 pm (CT)	First week of December
Summer 2024	March 1 <sup>st</sup> , 2024, 11:59 pm (CT)	First week of April
Fall 2024	April 28th, 2024, 11:59 pm (CT)	First week of June

*The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.*