



## Internship Program Information

Located in the heart of downtown Austin, Mexic-Arte Museum seeks university students to participate in internships for academic credit and educational enrichment. Spring, summer, and fall internships are unpaid and run for 12 weeks with a minimum commitment of 10-15 hours per week during office hours (Monday-Thursday 9am-6pm and Friday 9am-5pm). Mexic-Arte Museum also encourages interns to attend its Public Programs.

Mexic-Arte Museum recognizes the importance of interns and seeks flexible, positive, organized, and self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns will apply their creativity, critical thinking skills, and enthusiasm to a wide range of projects under the mentorship of Mexic-Arte Museum professionals.

Internship opportunities are available in the following departments:

- **Archives:** Gathers, organizes, and files print and photographic media related to the history of Mexic-Arte Museum from its inception in 1984. Other responsibilities include: documenting public and educational programs, maintaining library resources, offering assistance locating library or archival materials for staff, and working with our Director on our long-term archive project.
- **Curatorial:** Gains an international, national, and local perspective of traditional and contemporary Mexican and Latino art through researching artists, helping with exhibition proposals, assisting with exhibition archives, and general departmental support.
- **Development:** Working with Development team to assist with donor and media relations, generation of revenue, special events, and database management. Tasks may include data entry, general administrative work, and correspondence.
- **Director's Office:** Assists the Founding Director with daily tasks that range from filing, working on special events, updating the database, and attending meetings with prospective donors. Intern will get experience on different aspects of a non-profit organization.
- **Education:** Assists with the coordination of youth and adult programs. Other opportunities include: touring youth groups through exhibitions, developing curriculum, preparing for and facilitating creative projects, assisting with education outreach, and helping with program evaluation.
- **Social Media and Graphic Design:** Assists in the production of print and electronic media resources created for a variety of audiences that help create visibility and awareness for Mexic-Arte's exhibitions, lectures, public programming, and upcoming events. Other opportunities include the design of signage, programs, and invitations for Mexic-Arte's educational programs.
- **Studio/Exhibition:** works with lead preparator and curator to plan, install, and de-install shows; and prepares for exhibitions, public programs, events, and openings.

*Laptops are not required but it is greatly appreciated if you are able to work in a mobile capacity.*

Mexic-Arte Museum - 419 Congress Ave. - Austin, TX 78701 - 512.480.9373 - [www.mexic-artemuseum.org](http://www.mexic-artemuseum.org)

Updated July 2012

# Mexic-Arte Museum Internship Program Application

## PERSONAL INFORMATION

Full Name:

Mailing Address:

City, State, Zip:

Primary Phone Number:

Email Address:

Are any of your family or friends Mexic-Arte employees, volunteers or members?  Yes  No

If yes, please list:

Which school or university are you attending?:

What degree(s) are you pursuing?:

Are you an artist?  Yes  No

What mediums do you work with?:

## AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

For which semester are you applying?  Fall  Spring  Summer

Date available to start:

When do you project completing your internship?

Is there some flexibility to your schedule?  Yes  No

Is this internship for school credit?  Yes  No

## EITHER OR

**For each item below, select one answer. There are no wrong answers.**

- Work with visitors OR  Work behind the scenes
- Do it myself OR  Work as a team
- Figure out the details OR  Assemble the big picture
- Work with people OR  Work with ideas OR  Work with things
- Dive right in; experiment with little instruction OR  Look up the information; see what has been done before OR  Ask for help; have someone walk you through the unfamiliar

## SKILLS AND INTERESTS

### Technology & Hands-On Skills

Please check off each technology you feel comfortable using with little to no assistance

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Word                                      | <input type="checkbox"/> Mac                     | <input type="checkbox"/> Video camera   |
| <input type="checkbox"/> Excel                                     | <input type="checkbox"/> PC                      | <input type="checkbox"/> Digital camera |
| <input type="checkbox"/> PowerPoint                                | <input type="checkbox"/> Video/audio editing     | <input type="checkbox"/> Photoshop      |
| <input type="checkbox"/> Outlook                                   | <input type="checkbox"/> WordPress               | <input type="checkbox"/> Illustrator    |
| <input type="checkbox"/> Website management                        | <input type="checkbox"/> Social networking sites |   |
| <input type="checkbox"/> Power and/or hand tools (please specify): |  |   |
| <input type="checkbox"/> Other (please specify):                   |  |   |

*The next two sections are to help Mexic-Arte Museum identify your skills and interests in order to find the best position for you at the Museum. Please be honest, there are no wrong answers.*

### Skills

Please read all of the following descriptions carefully then choose your top 4 interests and number them 1 to 4 (1 being the most appealing).

- \_\_\_ I enjoy hands-on art activities
- \_\_\_ I enjoy working with teachers
- \_\_\_ I enjoy working on a one project start to finish
- \_\_\_ I enjoy new challenges and tasks on a daily basis
- \_\_\_ I enjoy working with children and students (which age groups/grades? \_\_\_\_\_)
- \_\_\_ I enjoy getting messy
- \_\_\_ I enjoy working in an office setting
- \_\_\_ I enjoy research and organizing information for others to use
- \_\_\_ I enjoy working with technology and/or multimedia applications
- \_\_\_ I enjoy providing service to others and being a valuable resource
- \_\_\_ I enjoy interacting and connecting with many different kinds of people, including children, families, teenagers, seniors, first time visitors, etc.
- \_\_\_ I enjoy talking about art with many different types of people (various ages, backgrounds, education, etc.)

### Questions

Using only the space provided below answer the following questions. This is a chance for Museum staff to learn more about you. Think about your answers and be honest.

Tell us one thing about yourself that has nothing to do with art.

Describe your most memorable museum experience.

What three things do you associate with Mexic-Arte?

List two of your greatest skills and two areas you feel need improvement.

### **Scenarios**

You're running late for your internship and accidentally lock your keys in your car. You are scheduled to help out during a special event. What do you do?

Your normal internship hours are from 10 AM to 4 PM. It is currently 1pm and you have completed all your duties for the day. Your supervisor is in a meeting. What do you do?

You have worked all day on a very long project. An hour before you are supposed to leave for the day you realize you have done the entire project incorrectly and it is not usable as it is. What do you do?

**Fill this space below however you wish**

*Literally, put anything you want here. This section is required, but writing is not.*

**CHECK THAT YOU HAVE INCLUDED THE FOLLOWING BEFORE SUBMITTING:**

- Completed Mexic-Arte Museum Internship Program Application
- Current resume, including contact information for two references
- Cover letter

**PLEASE READ THIS BEFORE SIGNING BELOW:**

All internships are voluntary and unpaid. If you can receive funding or credit through your university it is your responsibility to obtain and complete any relevant materials

All interns accepted into the program will be subject to a background check

Mexic-Arte Museum has a limited number of internships available and spots fill quickly. If we are unable to match you with an internship you will be notified by the internship coordinator once all selections have been made. To apply for future internships you must resend all application materials by the appropriate due date.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at Mexic-Arte Museum I will comply with all policies and practices established by Mexic-Arte Museum.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Mail completed application packet to:**

Mexic-Arte Museum  
P.O. Box 2273, Austin, TX 78768  
c/o Education Department

**OR**

**Email completed application as a PDF to:**

Curatorial Internships: rebeccag@mexic-artemuseum.org  
Archives Internships: rebeccag@mexic-artemuseum.org  
Studio/Exhibition Internships: juanv@mexic-artemuseum.org  
Graphic Design Internships: sixtoz@mexic-artemuseum.org  
Development Internships: caitys@mexic-artemuseum.org  
Education Internships: oliviat@mexic-artemuseum.org