



MATHERS MUSEUM OF WORLD CULTURES

ALLEN WHITEHILL CLOWES CHARITABLE FOUNDATION INTERNSHIP PROGRAM

Information Sheet

The Allen Whitehill Clowes Charitable Foundation has funded the establishment of an internship program at the Mathers Museum of World Cultures, Indiana University Bloomington. This program is the MMWC's first offering of competitive, paid internship experiences, building on decades of practicum student programming, and significantly increasing the MMWC's ability to cultivate dedicated museum professionals at the undergraduate and master's level.

With a long-term goal of improving Indiana's professional museum workforce, this program's primary objective is to increase the quantity, quality, and accessibility of real-world professional development experiences available to IUB upper-level undergraduate and master's degree students seeking museum careers. In Summer 2017 an inaugural class of interns launched the program. Internship cohorts of three students per semester will participate in the program through Fall 2020.

On-campus internships undertaken during fall and spring semesters are enabling IUB students to gain valuable work experiences without interrupting their studies by relocating to distant locations or for unrelated part-time work. **The program will also advance a public service mission through the option of funding summer session work in off-campus museums as well.** This option expands the range of professional opportunities available to museum-focused IUB students, while strengthening the work of these peer institutions.

The Allen Whitehill Clowes Charitable Foundation, Inc., a private foundation, was established by Allen W. Clowes, a leading philanthropist in Indianapolis, Indiana, who during his life made major contributions to various charitable organizations that promoted or preserved the fine arts, music, literature, education, science and history. Most of these organizations are located in Central Indiana. The primary mission of the foundation is to support charitable organizations that promote or preserve the Arts and Humanities and to support charitable organizations that were supported by Mr. Clowes during his life or are similar to those supported by Mr. Clowes.

For information on applying for Summer 2020 internships, please see the attached pages.

SUMMER 2020 CLOWES INTERNSHIPS

Application Process Sheet

Eligibility

This internship program is available to IUB upper-level undergraduate (juniors and seniors) and masters students who are preparing for careers in museums. **Summer 2020 Internships may be arranged at off-campus museums in the state of Indiana or at the Mathers Museum of World Cultures.**

Dates

The deadline for Summer 2020 internships is April 7, 2020. Complete application materials must be emailed to mathers@indiana.edu by midnight on that date.

Application materials must include

1. Completed Application Form (please submit only the form, do not include the Information Sheet or Application Process Sheet)
2. Cover Letter describing the internship you would like to apply for and why, including your preparation and qualification for the internship (please see below regarding Letter of Commitment from Internship Supervisor)
3. Resume
4. List of References (please include complete contact information, including email addresses, for three references)
5. Letter of Commitment from Internship Supervisor. Internship opportunities and supervisors at the Mathers Museum of World Cultures are listed on the next page, and you must speak with a Mathers Museum supervisor if you wish to apply for an internship at the MMWC. **If you wish to arrange an internship at an off-campus Indiana museum, you must seek a supervisor at that museum and obtain a letter stating his or her willingness to serve as your supervisor for the internship.**

Please submit the Completed Application Form, Cover Letter, Resume, List of References, and Letter of Commitment from Internship Supervisor together (in that order and in one PDF document) by email to mathers@indiana.edu.

Funding

The Allen Whitehill Clowes Charitable Foundation Internship Program provides each recipient (three will be selected per semester) a total of \$3,300 in funding to fund up to 20 hours of work per week at \$11 per hour for 15 weeks. (Please note: A background check may be required before the funding can be awarded.) Students who have any additional paid positions at Indiana University may not be eligible for the Clowes award as the university restricts the number of hours worked per week as a university employee.

Internships at the Mathers Museum of World Cultures

The following is an overview of Mathers Museum departmental project areas and initiatives. Please review the information and contact the listed supervisor to discuss possible internships.

Cataloging Internships—Ellen Sieber/esieber@indiana.edu

Catalog or re-catalog collections according to museum procedures

Create paper records of work as instructed

Research collections as necessary for accurate cataloging/re-cataloging

Write up research notes and bibliographies, as collections are cataloged/re-cataloged

Collections Care Internships—Ellen Sieber/esieber@indiana.edu

Determine and implement proper storage for artifacts

Arrange collections within storage to ensure safety

Track current locations of artifacts within storage and updating records for each artifact with disposition codes

Construct archival boxes and other storage apparatus tailored to the needs of the artifacts

Helping to maintain a well-organized and tidy storage space and conservation laboratory

Inventory Support Internships—Theresa Harley-Wilson/tharleyw@indiana.edu

Inventory sections of the collection

Troubleshoot discrepancies found during inventory

Registration Assistant Internships—Theresa Harley-Wilson/tharleyw@indiana.edu

Generate receipts and legal documents for artifacts entering and exiting the museum

Troubleshoot discrepancies found in collections records

Record condition of artifacts on standard report form

Photography Internships—Matt Sieber/msieber@indiana.edu

Digitize the museum's collections of historic photographs and/or negatives

Learn proper handling of artifacts, including historic negatives and prints

Photograph various artifacts as needed in digital format

Exhibitions Internships—Matt Sieber/msieber@indiana.edu

Research technological resources and equipment for use in exhibitions

Research mounting techniques for specific artifacts, create or find companies for mounts

Research artifacts going on display in upcoming exhibits

Public Relations Internships—Judy Kirk/jakirk@indiana.edu

Develop articles for a newsletter

Develop press releases

Contact press/media representatives

Assist in flyer/mailling distributions

Assist in social media

Education Projects Internships—Sarah Hatcher/sahatche@indiana.edu

Develop and implement programs and projects that further the mission of the museum

Curriculum packet development

Create family guides and other gallery materials

Give tours and develop tour materials as needed

Education Collection Internships—Sarah Hatcher/sahatche@indiana.edu

Photograph artifacts, editing photos, and updating the database
Catalog or re-catalog/research artifacts in the education collection
Inventory and complete condition reports
Update database

Facilities Internships—Kelly Wherley/kwherley@indiana.edu

Update emergency/security controls and procedures
Mathers Museum Store operation
Monitor and record environment

ALLEN WHITEHILL CLOWES CHARITABLE FOUNDATION INTERNSHIP PROGRAM

Summer 2020 Application Form

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE (HOME) _____

TELEPHONE (OTHER) _____

EMAIL _____

UNDERGRADUATE JUNIOR/SENIOR (CIRCLE ONE)

MASTERS

MAJOR _____ DEPARTMENT/SCHOOL _____

PREVIOUS MUSEUM WORK (Paid or Volunteer)

MUSEUM STUDIES COURSEWORK

DO YOU CURRENTLY HOLD ANY PAID POSITIONS AT INDIANA UNIVERSITY? _____

PLEASE LIST ANY PAID POSITIONS AT IU THAT YOU ANTICIPATE HOLDING SUMMER
2020 SEMESTER

SKILLS: Please check all that apply

COLLECTIONS MANAGEMENT SKILLS

- Artifact Handling
- Cataloging
- Numbering
- Storage and Inventory

PHOTOGRAPHY/IMAGES SKILLS

- Camera Skills
- Image Management/Metadata
- Photoshop
- Scanning

EDUCATION AND PROGRAMMING SKILLS

- Exhibits/Program Development
- Teaching/Tour Guide

PROMOTIONS/PUBLICITY SKILLS

- Graphic Design
- Press Release Writing
- Website Development

EXHIBITS AND SHOP SKILLS

- Carpentry
- Exhibit Design/Installation
- Painting

DEVELOPMENT/FUNDRAISING SKILLS

- Donor Research
- Database Management
- Proposal Development

GENERAL COMPUTING SKILLS

- Database Design
- Data Entry