

Art 930: Internship Sample Syllabus

Semester: Fall or Spring

Student Name

Internship at Meredith College Weems & Rotunda Galleries: 1-3 credit hours

Internship Type: *Gallery Exhibition Design and Curatorial Internship*

The student will be interning at the Meredith College Weems and Rotunda Gallery throughout the spring and/or fall semester. The student's focus will be learning and assisting in the curatorial activities for the spring as well as program development for the academic year (See Outcomes page 2). She will commit 7.5 hours per week to earn 1.0- 3.0 credit hours, working a minimum of 40 hours for 1.0 credit hour; 80 hours for 2.0 credit hour; 120 hours for 3.0 credit hours during the fall and/or spring semester.

A Curator's Role

A curator in a sense is a manager with varying roles to play depending upon the size of the gallery or museum. The main goals of a curator are to: inform, educate and inspire the public through the art exhibitions and programming.

A curator's job usually includes:

- responsibility for a collection of works of art while in our possession;
- acquiring artwork of interest to the gallery;
- cataloguing artwork and keeping records;
- carrying out background research and writing catalogues when appropriate;
- displaying artwork in way that makes them accessible and engaging to the general public;
- writing materials and articles for the website;
- writing articles for internal and external publications;
- planning, organizing, interpreting and presenting exhibitions, lectures and/or other programming;
- collection documentation and management such as artist bios, resumes, artist statements;
- collaborating with other galleries/museums, such as education, fundraising, marketing and conservation;
- negotiating loan items and external loans and the accompanying funding;
- handling inquiries from other artists about potential exhibits;
- dealing with and understanding computer-generated imagery and website software as part of enhancing the visitor experience and interaction;
- budget planning, forecasting and reporting;
- staff management, recruitment, annual appraisals and disciplinary matters;
- liaising with voluntary groups, the community and industry (including schools, local history and other community groups), as well as grant agencies to secure sponsorship for events, publications and development projects;
- networking with other museum and art gallery professionals and outside agencies.

Requirements:

Weekly Journal: She will keep a journal of her work experiences throughout the semester to be shared with her faculty supervisor at least twice throughout the semester.

Supervision:

Course instructor will act as her supervisor.

Final Paper: She will write a final summary paper of 3-4 pages in length that will include all aspects of her work experience from job responsibilities and project descriptions to benefits and valuable learning experiences, as well as any negative aspects of the internship. Ideally, she also should include any research she did on pursuing this line of work (education needed, job outlook, etc.). Images of projects she worked on are encouraged within the paper.

Grading:

The grade will primarily be determined from the “supervisor’s evaluation” (70%), the journal (10%) and the summary paper will also be used to evaluate the overall experience (20%). The journal and the paper must be received by (date). The grade will be turned into the Registrar’s Office by (date).

Learning Outcomes (which may be revised for the type of internship—graphic design or general gallery—and credit hours)

1. Establish a system for the responsible collection of works of art while in possession of a gallery.
2. Acquire and/or investigate artwork of interest to the gallery.
3. Curate artwork for individual and/or group exhibitions.
4. Catalog artwork and keep records: such as media, retail price and insurance value.
5. Carry out background research and write catalogues when appropriate.
6. Write materials and articles for the website or other social media
7. Write articles for internal and external publications.
8. Plan, organize, interpret and present exhibitions, lectures and/or other programming.
9. Collect, document and manage such items as artist bios, resumes, artist statements.
10. Handle inquiries from other artists about potential exhibits.
11. Coordinate and/or install computer-generated imagery and website software as part of enhancing the visitor experience and interaction.
12. Prepare budget planning, forecasting and reporting.
13. Visits and documents exhibitions at a minimum of 2 off campus galleries and/or museum.
14. Design for the display of artwork in way that makes them accessible and engaging to the general public and install/deinstall artwork.
15. Prepare and install labeling for the display of artwork in galleries.
16. Assist with the publicity of exhibitions (short range and long range) such as Gallery Updates, posters, flyers, brochures, etc.

Gallery Director

Date