

Columbia Museum of Art College Summer Internship

ABOUT THE PROGRAM

The Columbia Museum of Art offers part-time **unpaid** internships during the summer for college students and recent graduates in:

- Art/Art History
- Fine Art
- American Studies
- Museum Studies
- Art Administration
- Arts Education
- Elementary Education
- And/or related fields for internships in the Education Department.

BENEFITS OF THE PROGRAM

The Columbia Museum of Art internship program provides students with a wide range of opportunities.

Internship experiences include assisting with preparation and implementation of summer camps and various youth art programs.

Applicants are encouraged to meet with their advisors regarding the possibility of receiving college credit during their internship.

ABOUT THE MUSEUM

The Columbia Museum of Art seeks to inspire, educate and enrich the lives of the community, South Carolinians, tourists and visitors by collecting and preserving fine and decorative art from around the world, exhibiting highly regarded work from a broad range of cultures and providing dynamic educational and cultural programs.

REQUIREMENTS

Candidates applying for an 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 one year prior to the start of the internship.

Those individuals chosen for the internship will be required to attend a Summer Internship Orientation during the last half of May (date to be determined).

APPLICATION

Thank you for your interest in the Summer Internship Program. Volunteering is an exciting way to spend some of your time to learn more about yourself, the museum and consider your education and career choices.

APPLICATION PROCEDURES

Students interested in an internship at the Columbia Museum of Art should submit the following materials for consideration:

- Resume
- Attached application/CMA Child Supervision Policy

Print Name:	First	Last	Preferred gender pronouns (e.g. he/she/ze)	
Home Address:	Street	City	State	Zip
Date of Birth:	Place of Birth:		Citizenship:	
Home Phone:	Telephone (Other):		Email:	
College:				

Emergency Contact Information	
Name:	Relationship:
Address:	Daytime Phone:

Dates of any summer vacations or absences:

1. Why do you want to volunteer?

2. List any job or community volunteer experiences that you feel the Museum should know about:

3. What are your career interests?

4. Please describe yourself – Hobbies/Interests/Talents:
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5. Please provide 2 examples that show you are a dependable person:

6. Do you have any special skills you would like to use while you intern? i.e. Computer skills, foreign language skills, etc.

Please list the names and telephone numbers of two personal references:

1. _____ 2. _____

Have you ever been convicted of a crime? ___ Yes (If yes, please explain below ___ No
(An affirmative response will not automatically disqualify you from being considered.)

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge, and agree to have any of the statements checked by the organization or its representatives.

Date

Signature of Applicant

HOW TO APPLY

Please submit a completed Columbia Museum of Art Summer Internship Application and resume to:

***Columbia Museum of Art *Attn: Dana Witkoski, Education & Engagement Dept.**

***P.O. Box 2068 *Columbia, SC 29202**

or to dwitkoski@columbiamuseum.org



The Columbia Museum of Art believes a safe environment is necessary for students to learn, engage, and achieve their creative potential. Harassment, intimidation, bullying, or other disruptive behavior is unacceptable conduct that disrupts both a student’s ability to learn and the museum’s ability to instruct in a safe environment. Educators, docents, interns, staff, and volunteers (hereinafter “instructors”) should demonstrate appropriate behavior, treat each other with civility and respect, and refuse to tolerate harassment, intimidation or bullying.

Conduct

This policy relates to appropriate conduct in the museum educational setting. Instructors use the following procedures for all education classes and camps to ensure the safety and well-being of each student:

- Students are supervised by a minimum of two museum-approved instructors at all times.
- One-on-one contact out of sight between instructors and students is prohibited. In situations that require personal conferences, the meeting is to be conducted in view of other adults and/or youths.
- Privacy of youth is respected. Adult leaders must respect the privacy of students in situations such as changing clothes and restroom breaks.
- Discipline must be constructive. Corporal punishment is never permitted.

Consequences and Remedial Measures

If an incident is reported, the CMA Director of Education and Human Resources Manager will conduct an investigation. Consequences and appropriate remedial actions for an educator, docent, intern, staff, and/or volunteer who commit a violation of this policy may include, but not limited to, suspension, dismissal, or removal from the museum.

I agree to abide by the above written policy:

Signature

Printed Name

Position

Date Signed