



PEM Native American Residential Internship Program Application Guidelines

The Native American Residential Internship program at the Peabody Essex Museum (PEM) in Salem, Mass., offers paid internship opportunities for Native American, Native Hawaiian and Alaska Native students and early-career, in-service cultural professionals. It provides participants with a comprehensive perspective on the theory and practice of museums aimed at helping to develop skills in cultural object stewardship and museum practices. It will offer individuals the opportunity to gain expertise and will prepare them for employment positions in the museum field and/or the cultural, nonprofit sector.

Native students with an interest in museum practices will be recruited nationally to undertake an 11-week paid summer internship at PEM. Participants will gain practical experience in areas of museum studies including: curatorial, exhibition planning and design, collections preparation and management, marketing and media communications, education programming and interpretation, museum administration, and related disciplines.

The program covers lodging and travel expenses and pays an hourly stipend. These internships are also available for college credit (with an official request).

Funded by Education through Cultural and Historical Organizations (ECHO), this program provides Native populations with work experiences and career opportunities in the cultural sector.

IMPORTANT DATES:

Application due	March 12, 2010, by 5 pm
Screening, interviewing and hiring	March-April
Background check process	May
Program starts/orientation	May 31
Program ends	August 16

Who is ELIGIBLE to apply?

Eligibility is limited to undergraduates, graduates and in-service cultural professionals affiliated with an indigenous community. Employment under this program will be subject to proof of eligibility to be employed in the US, and completion of a satisfactory background check, including a Criminal Offender Record Information (CORI) report.

What are the internship REQUIREMENTS?

Candidates must be able to travel to Salem, Mass., and live on campus. They must commit to an 11-week program comprising 400 hours of work and study. For the internship period, participants will work in an assigned department. They will also participate in weekly, three-hour workshops, learning about the range of activities taking place in departments across PEM.

What POSITIONS are available?

Please refer to the Project Descriptions to see positions available in at PEM covering different museum studies disciplines. Daily activities will vary based on the department. Every effort will be made to place applicants in their preferred department.

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What is the APPLICATION PROCESS?

The following materials must be submitted in one of the following formats: e-mailed as scanned pdfs, faxed, mailed in a single envelope, or hand-delivered) on or before the posted deadline (see contact information below)

1. Native American Residential Internship Program application and 250-word essay
2. Two letters of recommendation (three if applying as an in-service cultural professional)
3. Official transcripts for most recent four years of school
4. A full résumé of education and employment

What is the SELECTION PROCESS?

The selection process starts a week after the application deadline. Following a review of written applications, selected applicants will be asked to participate in telephone interviews with PEM personnel, including the internship supervisor, program staff and administrators.

Interviews will be conducted during March and April. Applicants will not be accepted into the program until a formal interview is conducted. A formal interview does not guarantee a position in the program.

For additional information about the program or application, please contact:
(Completed applications should also be sent to this contact.)

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For additional information about the Peabody Essex Museum, please visit our website,
www.pem.org

The Peabody Essex Museum presents art and culture from New England and around the world. The museum's collections are among the finest of their kind, showcasing an unrivaled spectrum of American art and architecture (including four National Historic Landmark buildings) and outstanding Asian, Asian Export, Native American, African, Oceanic, Maritime and Photography collections. In addition to its vast collection, the museum offers a vibrant schedule of changing exhibitions and a hands-on education center. The museum campus features numerous parks, period gardens and 22 historic properties, including Yin Yu Tang, a 200-year-old house that is the only example of Chinese domestic architecture on display in the United States.

Collection Services: Registration

Co-supervised by: Head Registrar and Assistant Registrars

Internship Description

Goals of the internship:

- 1) Provide the intern with an introduction to the museum profession by working with registrars on exhibitions and other projects within the registration department that will prepare them for employment positions in the museum field or in the cultural/non-profit sector.
- 2) Provide the intern with an overview and practical experience in registration activities concerned with receiving and processing new accessions, documenting works in PEM's collection, compiling exhibition information for traveling and in-house exhibitions, assisting with data entry in the collection management database system (currently ARGUS), filing and organization in collection documentation, and all other activities enhancing access to information on PEM's collection.

Responsibilities and Tasks:

- Assist with the preparation of paperwork, filing, and computerization of collection documentation for all areas of Registration (Permanent Acquisitions, Incoming Loans, Outgoing Loans and Changing Exhibitions) as needed.
- Training in object handling for assistance with object moves, packing, and documentation.
- Data entry of object and accession records into the collection management database system.
- File Archiving: Surveying, organizing, and archiving files under the instruction of the entire Registration Department.
- Research projects pertaining to donors, loan deposits and object records as they arise.

Appropriate training and supervision will be provided through regular meetings with museum staff, on-site instruction, and hands-on work with the museum collection. This will include training on the museum's collections database, ARGUS.

Preferred skills include: detail-oriented administrative and organizational skills; familiarity with Microsoft Office products (Word, EXCEL); digital imaging and scanning software, including Adobe Photoshop; interest in or familiarity with art, art history, or related subjects; and enthusiasm, flexibility and self-motivation.

Collection Services: Rights & Reproductions

Co-supervised by: Head Registrar and Assistant Registrar for Rights & Reproductions

Internship Description

Goals of the internship:

- 1) Provide the intern with an introduction to the museum profession by working with registrar on image rights and reproductions projects within the registration department that will prepare them for employment positions in the museum field or in the cultural/non-profit sector.
- 2) Provide the intern with an overview and practical experience in the arena of image use activities concerned with receiving and processing new photography, documenting existing images in PEM's collection, assisting with data entry in the collection management database system (currently ARGUS), organization of PEM collection images documentation, and all other activities enhancing access to images of PEM's collection, both internally and externally.

Responsibilities and Tasks:

- Assist with the preparation of image files (TIFF and JPG format), filing, and computerization of collection documentation for all areas of digital resource management within Registration as needed.
- Training in object handling for assistance with photographic media/object moves, packing, and documentation, as needed, and including other collection objects for new photography.
- Data entry of object and metadata into the collection management database system.
- File Archiving: Surveying, organizing, and archiving image files under the instruction of the Assistant Registrar for Rights & Reproductions.
- Research projects pertaining to object records as they arise.

Appropriate training and supervision will be provided through regular meetings with museum staff, on-site instruction, and hands-on work with the museum collection. This will include training on the museum's collections database, ARGUS.

Preferred skills include: detail-oriented administrative and organizational skills; digital imaging and scanning software, including Adobe Photoshop desired; familiarity with and Microsoft Office products (Word, EXCEL); interest in or familiarity with fine art photography, art history, or related subjects; and enthusiasm, flexibility and self-motivation.

Curatorial: Exhibitions and Research

Co - supervised by: Curator for Exhibitions and Research, and Associate Curator of Native American Art

Internship Description

Goals of the internship:

- 1) Provide the intern with an introduction to the museum profession by working with curators on exhibitions and other projects within curatorial departments that will prepare them for employment positions in the museum field or in the cultural/non-profit sector.
- 2) Provide the intern with an overview and practical experience in exhibition research, planning, and development by working with curators on research and administrative tasks related to upcoming exhibitions being organized by PEM. These include an exhibition on historic and contemporary Native American art as well as exhibitions on other subjects and in various stages of development.
- 3) The intern will have the opportunity to work with two curators with differing backgrounds and expertise who can provide the intern with an introduction to curatorial work, general operations in a curatorial department, and various aspects of the curatorial profession.

Responsibilities and Tasks:

- Assist curators with art and artist research
- Compile and manage exhibition checklists and research files
- Assist with research and tasks related to the production of exhibition catalogues or other publications including rights and reproductions and image management for exhibition projects
- Research related to exhibition interpretive strategies, public programs or new media
- Assist curators with daily operations within their departments

Appropriate training and supervision will be provided through regular meetings with museum staff, on-site instruction, and assigned readings in relevant museum studies publications and discussions with supervisors. This will include training on the museum's collections database, ARGUS.

Preferred skills include: familiarity with Microsoft Office products (Word, EXCEL, PowerPoint), Adobe Photoshop; digital imaging and scanning, Internet research; library research; detail-oriented administrative and organizational skills; interest in or familiarity with art, art history, or related subjects.

Curatorial: Asian Export Art

Supervised by: Curator of Asian Export Art

Internship Description

Goals of the internship:

- 1) Provide the intern with an introduction to the museum profession by working with curator on exhibition and research projects, to prepare them for employment positions in the museum field or in the cultural/non-profit sector.
- 2) Provide the intern with an overview and practical experience in research and exhibition planning for special exhibitions and permanent collection rotations; database collection records management, including image processing; and responding to inquiries about the collection.

Responsibilities and Tasks:

- Assist with preparations for two upcoming exhibitions and long-term installations including: library and internet research, compiling reference materials and assisting with data management for exhibition projects.
- Assist with collection related research inquiries using collection database system, card catalog object records and archived collection records.
- Prepare digital study images for use in data management system (intern will receive training)
- Enter object metadata into the collection management database system (intern will receive training).
- Write brief descriptions of objects, or summarize information from our files.
- File management including photocopying collating, organization and filing.

Appropriate training and supervision will be provided through regular meetings with museum staff, on-site instruction, and hands-on work with the museum collection. This will include training on the museum's collections database and scanning software.

Preferred skills include: excellent writing skills in English, as they may sometimes be detail-oriented administrative and organizational skills; Microsoft EXCEL & Adobe Photoshop would be helpful; familiarity with and Microsoft Office products (Word, EXCEL); interest in or familiarity with fine art photography, art history, or related subjects; and enthusiasm, flexibility and self-motivation. A reading knowledge of French, Arabic, Chinese or Japanese would be very helpful, but is not necessary.

Development: Institutional Giving

Co - supervised by: Director of Institutional Giving and Assistant Director of Institutional Giving

Internship Description

Goals of the Internship:

- 1) Provide the intern with an introduction to the museum profession by working with development professionals on funding for two major exhibitions: *From Independence to the Boom*, opening in the summer of 2011; and PEM's upcoming Native American exhibition, opening in early 2012.
- 2) Provide the intern with an overview of and practical experience in the fundraising field. Securing exhibition support is an important part of museum-based fundraising, and the Institutional Giving intern will take part in all aspects of the fundraising cycle for these shows: from prospect identification to solicitation.
- 3) The intern will have the opportunity to work with both the Director and Assistant Director of the Development department, and will have many opportunities to view the workings of both of these staff positions.

Responsibilities and Tasks:

The goals of this project are to (1) identify new sources of funding; (2) build relationships with prospective funders; and (3) solicit suitable institutions for support.

The selected intern will

- Identify and qualify prospective institutional supporters using PEM's internal donor database, conducting online research, and screening various publications.
- Prepare letters of intent and/or concept papers to be submitted to potential funders.
- Participate in face-to-face meetings when appropriate.
- Participate in developing final proposals.
- Gain exposure to one of the major federal government granting agencies, the National Endowment for the Humanities (NEH), by playing an active role in the development of a proposal for the Native American exhibition, to be submitted in August 2010. For this proposal, the intern will provide administrative support to the lead proposal writer and will serve as the project coordinator, overseeing the proposal's management plan and ensuring timely submission of individual components.

Through this internship, the Institutional Giving intern will be exposed to all of the stages in the development cycle, and will be introduced to various research tools and methodologies used in many different non-profit development offices. This position also offers the opportunity to develop excellent writing and interpersonal communication skills.

Preferred skills include: familiarity with Microsoft Office Word and Internet research as well as strong organizational and interpersonal skills.

Education & Interpretation: Public Programs for Family and Adult Audiences

Co-supervised by: Assistant Director for Family, Student and Teacher Programs and Assistant Director of Adult Public Programs

Internship Description

Goals of the internship:

- 1) Assist in conceptualizing, developing and implementing a wide variety of programs that support and compliment the mission and collections of the Peabody Essex Museum.
- 2) Assist with developing and implementing hands-on art activities and art workshops for families and adults.
- 3) Conduct research and build contact list for artists, performers, and other collaborators to be featured in association with 2011-12 exhibition of Native American art.

Responsibilities and Tasks:

- Work with the Education Department, Curatorial departments, other Museum staff, and outside colleagues to generate, research and develop program ideas.
- When appropriate, contact and work with presenters to develop, focus and produce programs.
- Work with Marketing and Programs Departments to identify target audiences for programs.
- Work with program team members to share the responsibilities of actual program oversight. These responsibilities can include arranging for transportation and lodging for presenters, arranging reception/hospitality needs, helping to distribute flyers to target audiences, assisting during program implementation, and producing program-related correspondence.
- Perform other duties as assigned by the Assistant Director for Family, Student and Teacher Programs and the Assistant Director of Adult Public Programs.

Preferred skills include: detail-oriented administrative and organizational skills; familiarity with Microsoft Office products (Word, EXCEL); interest in or familiarity with art, art history, or related subjects; ability to communicate well verbally and in writing, good customer service skills; strong research abilities; creativity, enthusiasm, flexibility and self-motivation.

Education & Interpretation: PEM Art & Nature Center

Co-supervised by: Director of the Art & Nature Center (ANC), and Program Specialist, Art & Nature Center

Internship Description

Goals of the internship:

- 1) Provide the intern with an introduction to the museum profession by working with educators and curators on exhibitions and programming within an interdisciplinary department that will prepare them for employment positions in the museum field or in the cultural/non-profit sector.
- 2) Provide the intern with an overview and practical experience in exhibition research, planning, and development by working with a curator on research and administrative tasks related to an upcoming interactive art exhibition on water (as material, metaphor, and symbol) being organized by PEM.
- 3) Provide the intern with an overview and practical experience in program research, development and review by working with educators on school and family programming created by the Art & Nature Center. These programs include a school tour "Native Artists and the Environment," and various art-making and cultural activities developed for a family audience.
- 4) The intern will have the opportunity to work with several educators with differing backgrounds and expertise who can provide the intern with an introduction to curatorial work, general operations in the education department, and various aspects of the museum profession.

Responsibilities and Tasks:

- Assist ANC curator with art and artist research, other tasks as assigned
- Assist program specialist with daily operations within the ANC
- Assist with review and revision of the "Native Artists and the Environment" school program, including tour, teacher support materials, evaluation and marketing

Appropriate training and supervision will be provided through regular meetings with museum staff, on-site instruction, and assigned readings in relevant museum studies publications and discussions with supervisors.

Preferred skills include: some experience working in an educational context; familiarity with Microsoft Office products (Word, EXCEL, PowerPoint), Internet research; library research; detail-oriented organizational skills; interest in or familiarity with art, art history, ecology, or related subjects.

Marketing & Communications: New Media

Supervised by: Director of New Media

Internship Description: This internship would focus on content development and production of multimedia for exhibitions and associated marketing. Additionally, there would be an opportunity for the intern to create a media piece of his or her own design.

Goals of the internship:

- 1) Provide the intern with an introduction to museum profession with a focus on multi-media development for exhibitions and related marketing.
- 2) Provide the intern with an overview and practical experience in multimedia content development: image and footage research, work flow organization, collaborative aspects of development by working with curators, web and video team, introduction to media related software including Photoshop and Final Cut Pro. The intern would work specifically on an exhibition of artwork from the Chinese Qianlong emperor and the upcoming Native American Exhibition, which will be in various stages of development.
- 3) Provide the intern with the opportunity to work with the new media team and the PEM community to create a short format video piece of their own design. This piece could be screened at the end of the internship term and live in perpetuity on the web. Other possibilities for use can be addressed as they arise.

Responsibilities and Tasks:

- Assist Director of New Media (DNM) with image, footage, and audio research for two upcoming exhibitions .
- Create organized workflow on multi-use servers for the above.
- Attend meetings with DNM pertinent to content development.
- Collaborate with New Media team to apply media content to various output: web, video, exhibition install, etc.
- Learn basic editing and photo editing skills and work with new media intern to produce a video piece of their own design.

Appropriate training and supervision will be provided through regular meetings with museum staff, on-site instruction, and assigned readings in relevant museum studies publications and discussions with supervisors. This will include training on the museum's collections database, ARGUS.

Preferred skills include: familiarity with Microsoft Office products (Word, EXCEL, PowerPoint), basic understanding of Adobe Photoshop and/or Final Cut Pro; digital imaging and scanning, Internet research; detail-oriented administrative and organizational skills; interest in or familiarity with media production, art, art history, or related subjects.



Native American Residential Internship Application
Peabody Essex Museum

Today's Date:

OFFICE USE ONLY
PERIOD:

Personal Contact Information

Name:

First Last Middle Initial

Current Address:

Number and Street
City State Zip Code

Dates and times you can be reached at this address:

Permanent Address (if different)

Number and Street
City State Zip Code

Best mailing address

Permanent Current

Telephone Number: ()

Cell Phone Number: ()

Email Address:

Personal Profile

The PEM Native American Residential Internship program is funded through a grant from the U.S. Department of Education. Under the terms of this grant, we must demonstrate that the individuals participating in this program are representing our program objectives. Please provide the following information.

Gender: male female

Tribal/Community Affiliation:

Tribal/Community Personal Reference Contact Information

Name: Role in the tribe/community: Telephone Number:

Prepare and attach a 250-word essay addressing the following points:

- 1. Experiences you have had, that you feel have prepared you for this position. (If applicable, please include any community involvement)
2. What you hope to accomplish through an internship, and how it would relate to your career goals.
3. What in particular about PEM interests you and leads you to apply for an internship.



Native American Residential Internship Application Peabody Essex Museum

Checklist

- Please include reference letters (one from each)
 - Tribal/Community Reference,
 - Educational Reference
 - Cultural Employment Reference (if applying as in-service cultural professional).
- Please include your 250 word essay.
- Please include transcripts for most recent 4 years of school.
- Please include complete résumé
- Please indicate how you first learned about this program _____
- ***PEM Native American Residential Internships cover a period of 400 paid hours over 11 weeks during the summer. In order to participate, you must commit to completing the full scope of the program.***

Signed: _____ Dated: _____

**This Completes your Application
Thank You for Your Interest!**

Peabody Essex Museum | East India Square | Salem, MA 01970 | 978-745-9500 | pem.org