Academic and volunteer internships at the ASU Art Museum provide current ASU undergraduate and graduate students with exciting opportunities to work on a variety of projects under the direction of museum staff.

Internships are available in Fall, Spring and Summer semesters for between 120 and 160 hours.
eligibility
Internships at the ASU Art Museum are designed for undergraduate and graduate students. Undergraduate students must be at a junior level to qualify for an internship. All students are invited to participate in the Student Docent Program and to apply for work study positions throughout the Museum, among other opportunities.

application/review
Internships are available for Fall, Spring and Summer semester each year.

1. Resume
2. Cover letter explaining the candidate’s interest in an internship at the ASU Art Museum, how this experience will be beneficial and what they hope to achieve from the experience. The candidate should also state what they believe they can contribute to the museum.
3. Unofficial transcripts

All materials must be submitted together.

deadlines for submission:
Fall Received no later than August 1
Spring Received no later than November 1
Summer Received no later than May 1

send complete application materials to:
ASU Art Museum
ATTN: Internships
PO BOX 872911
Tempe, AZ 85287-2911

or artmuseuminternships@asu.edu

Interns will be selected based on the candidate’s personal statement, references, and academic standing. Interviews may be solicited in the final selection process. All applicants are notified of the Museum’s decision to offer or decline an internship within four weeks of the respective application deadline.

inquiries
Any further inquiries can be directed to the Museum’s Education Department at artmuseuminternships@asu.edu or 480.965.2873.
asu art museum internship descriptions

conservation

Education: Undergraduate or graduate
Major/area(s) of study: Art History, Museum Studies, Studio Art, Chemistry or Biology with a special interest in art.
Internship involves: Conducting a survey of works on paper in the collection of the ASU Art Museum and assisting to determine which works need conservation attention.

Interns will:
1. Search the museum's database and archives.
2. Be introduced to basic conservation process.
3. Other duties as needed.

curatorial

Education: Undergraduate or graduate
Major/area(s) of study: Art History, Museum Studies, Studio Arts, Sustainability, Transborder Chicana/o and Latina/o studies or related field.
Internship involves: Aiding the curator with preparation for upcoming exhibitions and general research of collection.

Interns will:
1. Research/compile information regarding artworks, time period and artists.
2. Prepare drafts of object labels and text panels, as needed.
3. Provide support on maintaining records.
4. Other duties as needed.

curatorial/ceramics research center

Education: Graduate
Major/area(s) of study: Ceramics
Internship involves: Aiding the Curator of Ceramics with preparation for upcoming exhibitions, events, touring exhibitions and general research of collection.

Interns will:
1. Research/compile information regarding artworks, time period and artists.
2. Provide support on maintaining archives.
3. Other duties as needed.

curatorial/print room

Education: Undergraduate or graduate
Major/area(s) of study: Art History, Museum Studies, Studio Art or related field.
Internship involves: working with curators on research projects

Interns will:
1. Research/compile information for curator regarding artists.
2. Assist on special projects.
3. Other departmental projects as needed.
education

Education: Undergraduate or graduate
Major/area(s) of study: Art History, Art Education, Studio Art, or related field.
Internship involves: Supporting the Education Department with ongoing projects and programs associated with exhibitions.

Interns will:
1. Help Education staff with planning and implementation of programs.
2. Research and prepare materials that relate to upcoming events and programming.
3. Research/compile information regarding artworks, time period and artists.
4. Other departmental projects as needed.

events and development

Education: Undergraduate or graduate
Major/area(s) of study: Business, Special Events, Art History/Art Education/Studio Art, or related field.
Internship involves: Supporting the Events and Development Department with ongoing projects and events.

Interns will:
1. Engaging in strategic planning and implementation of events.
2. Processing and tracking event or rental booking information and paperwork.
3. Assist with event setup and management.
4. Other duties as needed.

gallery and artist residency

ASU Art Museum International Artist Residency at Combine Studios
Education: Undergraduate or graduate
Major/area(s) of study: Art History, Museum Studies, Studio Arts, PR/Marketing, or related field.
Internship involves: Aiding the Associate Director with the preparation of First and Third Friday exhibitions in the Combine Studios gallery, meeting and orienting new visiting international artists, assisting visiting artists with their various needs during their stay at the residency, and the preparation and dissemination of information regarding what’s happening at the residency and gallery, among other operational tasks.

Interns will:
1. Assist visiting international artists in various ways during their stay.
2. Assist in the Combine Studios Gallery for First and Third Friday openings.
3. Help prepare promotional materials for public events.
4. Other projects as needed.

preparators

Education: Undergraduate or graduate
Major/area(s) of study: Museum Studies, Studio Art or related field.
Internship involves: Assisting with the installation of new exhibitions at the art museum.

Interns will:
1. Learn about exhibition design and art handling.
2. Assist in the installation of exhibitions.
3. Help prepare galleries for change overs including painting and fabrication of items.
**pr/marketing**

**Education:** Undergraduate or graduate  
**Major/area(s) of study:** Art History, Museum Studies, Studio Arts, PR/Marketing, Journalism or related field.  
**Internship involves:** Aiding the PR Specialist with the preparation and dissemination of information regarding what’s happening at the museum, including exhibitions and lectures.

**Interns will:**  
1. Update calendar listings around the Valley with new information about exhibits, events, etc.  
2. Edit and maintain database of contacts.  
3. Provide support in fielding press inquiries.  
4. Other departmental projects as needed.

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**registration**

**Education:** Undergraduate or graduate  
**Major/area(s) of study:** Art History, Museum Studies, or related field.  
**Internship involves:** Assisting Registrar’s Office with database management.

**Interns will:**  
1. Assistance with object marking, photography, and inventory of artwork.  
2. Ongoing projects involving accession records.  
3. Condition reports.  
4. Exhibition installation/take down.  
5. Collection research.  
6. Data entry into collections-management database.  
7. Responding to inquiries about the Museum’s collection.  
8. Other departmental projects as needed.

**Special skills/physical requirements:** Interns will interact with a wide variety of people including staff members, lenders/donors, other institutions and the public. Due to the confidential nature of information stored in the Registrar’s Office, discretion is essential.

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If you have a specific project idea that you would like us to consider for an internship at ASU Art Museum, please feel free to submit that information along with your general internship application.