

# The Schiele

## Museum of Natural History

*A Natural Adventure*

### **Internship**

#### **Department: Exhibits Department**

The Exhibits Department supports the Schiele museum in all aspects of exhibition production. All interns work under the guidance of staff on current exhibit projects. Exhibits is organized into self-managed teams, each of which includes specialists in all phases of exhibit-making, including design, editing, graphics, fabrication, painting, plastics-work, model-making, packing, and crating. Each project is assigned to a team, which is responsible for organizing the tasks, scheduling them, and completing them in accordance with the client's need. Interns are assigned to a team where they will work on tasks appropriate to their qualifications and talents. Interns will be given the opportunity to exercise and strengthen their existing skills, to try-out and develop new areas of exhibit-making, and to exercise responsibility, creativity and imagination within a supportive, encouraging environment.

**Design - Design** interns should be able to prepare scaled architectural drawings (i.e. draft by hand or computer). Preference will be given for experience in layout, typography and graphic design. Background in fine arts and museum studies also acceptable. Should be able to prepare presentation sketches using markers, colored pencil, or computer generated. Knowledge of Illustrator, Photoshop and Quark Xpress a plus.

**Editing - Editing** interns must have strong language skills or research abilities. Interns' tasks might include copy-editing, writing, organizing an exhibit script, and proof reading. Knowledge of Quark Xpress and Microsoft Word a plus.

**Graphics - Graphics** interns' tasks might include interpreting and implementing drawings and layouts, mixing inks, silkscreening and mounting photographs.

**Model-making - Model-making** interns should know how to use hand tools and power machinery. Tasks include making models and replicas, freeze-dry and traditional taxidermy, and fabrication of custom mounts and brackets.

**Fabrication - Fabrication** interns should have basic carpentry skills and be able to lift and move heavy loads on occasion. Tasks include cabinetry, sheet plastics work, painting and staining, crate construction, and artifact packing.

**Exhibits Administrator Assistant -** This position involves working directly with the Exhibits Director of the Exhibits Department. Compiling data and information for inventory, budgets, time card recording, data base, and computer systems analysis. This intern is responsible for attending project and office administrative meetings for project planning and scheduling, and may assist with installation and de-installation on exhibitions.

**Term:** Most internships are for a minimum of a semester or a summer term, at 15 hours per week or more.

**Application:** Full application should include a completed application form, resume, two letters of recommendation, a short essay describing your interest in a Schiele internship, and academic transcripts.

**Deadline:** Applications are reviewed throughout the year, but it is preferred that applications for fall semester are received by August 1st; winter/spring semester by December 1st; and summer semester by April 1<sup>st</sup>.

**Stipend:** No

**Contact:** Internship Coordinator  
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