Opportunities

An internship can be a valuable complement to art history courses, affording the opportunity to work directly with objects, to get a sense of what work in the field is like, and to gain valuable experience that may lead to future employment.

An internship consists of specific art- or architecture-related work experience that is supervised by personnel from cooperating institutions—on campus or in the community—who assign a grade at the end of the term. The Internship Coordinator in the Art History Department oversees the experience; for current contact information, call the office at 404-727-6282 or write to Laurie Carter at laurie.carter@emory.edu.

To earn three (3) credit hours, the equivalent of an academic course, students work eight (8) hours a week for fourteen weeks. With the supervisor’s approval, students may also work more or fewer hours for corresponding credit; please be aware, however, that internship supervisors are generally reluctant to take on students for fewer than eight hours a week.

The Michael C. Carlos Museum is undoubtedly the single most important resource for our art history students, but Emory students regularly intern at local art galleries, at the High Museum of Art, and with Art Papers magazine. Architectural Studies minors often intern with local architecture firms such as Mack Scogin Merrill Elam Architects, Lord Aeck Sargent, or Perkins+Will. Internships have also been arranged with Blue Line Gallery, EDL Art Consultants, Fernbank Museum of Natural History, Kiang Gallery, Atlanta Contemporary Art Center, and the Carter Center (art collection). New opportunities arise all the time, and students may initiate their own internships, as well.

Guidelines

- First, meet with the Internship Coordinator to discuss your interests and objectives, then contact venues of interest. The coordinator may be able to supply contact names and phone numbers. Or make an appointment with Beth White in the Career Center: beth.white@emory.edu, 404-727-5957.

- Discuss internship opportunities with representatives from the institutions that interest you. Making these arrangements is part of the process. Remember that while the institution is offering you a valuable opportunity, you are offering your time and assistance, so the experience should be mutually beneficial.

- Once you’ve found a position, determine who will supervise you (and assign your grade at the end of the semester), establish a schedule you can commit to, and work with your supervisor to decide what your responsibilities will be. Because you may lack training and previous experience, your duties may sometimes seem routine, but that is part of your experience in the
workplace; a well-planned internship will involve enough engaging tasks to balance the repetitive ones. As a representative of Emory University, you are expected to demonstrate a responsible and positive attitude.

- After you’ve made the necessary arrangements, send the Internship Coordinator a detailed statement including the name and location of the internship (mailing address, phone and fax number), the name of your supervisor (with e-mail address and phone number), the hours you propose to work, and the duties and responsibilities that your position entails. Please include your Student ID number.

- The Internship Coordinator will confirm the arrangements with your supervisor and then provide you with the permission number that will allow you to enroll in ARTHIST 397, the department’s internship course. When you register on OPUS, enter the number of credit hours you will earn.

- At the end of term, you will write a five-page account of your internship experience, detailing what your work consisted of, what you learned in the process, any decisions you may have made with regard to your future career, whether you would recommend the internship to another student, and any other relevant observations. Some interns prefer to submit a journal of their work experience. The Internship Coordinator will review your report, and your internship supervisor will assign a letter grade based on the quality of your performance.

- Although internships count toward your Emory degree, they do not count toward your major or minor in the Art History Department unless you are pursuing the Art History Major with Museums Concentration.

- With few exceptions, internships are unpaid: in exchange, you receive course credit and a new perspective on the arts. Do not ask your supervisor about the possibility of a paid position until your internship has been completed.
Internships at the Carlos Museum are available for course credit throughout the year (ARTHIST 397) and can be arranged with any department. It is your responsibility to contact the person in the museum you would most like to work with and inquire whether there might be an opportunity for you to intern in his or her department.

**Mellon Internships.** Thanks to the generosity of the Andrew W. Mellon Foundation, the Carlos Museum offers two paid summer internships for Emory University students. Graduate and undergraduate students with strong interest in and aptitude for museum work may gain experience during the summer term to augment their academic program. Three interns are selected by a committee of Museum staff and faculty advisors. Summer internships are ten weeks in length, forty hours per week, and students are paid $5,000. Projects are usually announced in February, with applications due in late February to mid-March.

One additional Andrew W. Mellon Internship is available during the academic year, with students working approximately ten hours per week and receiving a $5,000 stipend.

For more information about the Andrew W. Mellon Internships, contact Elizabeth Hornor, Marguerite Colville Ingram Director of Education, ehornor@emory.edu, 404.727.6118.

**Volunteering.** Emory students may also gain valuable experience in the museum field by volunteering their time. To find out about volunteering for children’s events and workshops, contact the Museum’s educational programs manager, Alyson Vuley, avuley@emory.edu, 404.727.2363.