

### **Purpose of the Internship:**

Fuller Craft Museum offers expansive opportunities to discover the world of contemporary craft. By exploring the leading edge of craft through exhibitions, collections, education, and public programs, we challenge perceptions and build appreciation of the material world. We wish to foster this in the next generation of museum professionals, by offering paid internships.

A paid internship at Fuller Craft Museum offers practical experience, collaboration with our professional staff, and exposure to various aspects of general non-profit operations. Interns will gain valuable skills such as teamwork, leadership, and creative problem solving, while developing their professional interests.

Interns will work on various assignments, including but not limited to: department initiatives, administrative tasks, special projects, and research opportunities. Assignments are dependent on Fuller Craft Museum's needs and the intern's individual strengths and interests.

Fuller Craft Museum hosts interns from a wide variety of academic backgrounds, who have an interest in museums, art, education, or business.

### **About the Denise Leblanc Internship Fund:**

The Denise Leblanc Internship Fund was created expressly to provide stipends for paid internship opportunities at Fuller Craft Museum to students currently enrolled in a 2- or 4-year academic program, or who have commensurate life experience.

The Denise Leblanc Internship Fund was designed to accommodate students who might not otherwise be able to accept an unpaid internship opportunity; because of this, a statement of financial need is included in the internship application.

The Denise Leblanc Internship Fund is made possible by the endowment of a generous anonymous donor, in tribute to the service of former Fuller Craft Museum Executive Director, Denise Leblanc.

### **Internship Terms:**

Important Deadlines:

- Fall Internships: application deadline July 1, 2023.
- Spring Internships: application deadline February 1, 2024.

Fuller Craft Museum typically offers 2 internships per year, each approximately 100 hours in total (or 10 weeks at 10 hours a week per intern).

Adjustments to the hours per week or length of internship are at the discretion of the program director and may be made to accommodate your needs.

For the 2022-23 calendar year, internships are available in the following departments:

- **Development:** Assist department operations by identifying and reaching out to corporate and foundation funders. Tasks will include grant and letter writing and researching foundations and companies to expand FCM's corporate funding and membership opportunities.
- **Education (May-August 2024 only):** Assist with community outreach programs; Develop and execute a recurring original series of themed art-making programs for FCM audiences, with a particular focus on youth and their families.

Internship projects and availability are subject to change at the discretion of museum staff.

### **For current college or university students:**

Fuller Craft Museum recommends you meet with your financial aid office to ensure a paid internship will not impact your financial aid package. Check with your academic advisor to discuss receiving credit for your internship. We are open to working with you and your school to meet your needs.

### **Eligibility:**

Open to students currently enrolled in a 2- or 4-year academic program, or who have commensurate life experience. Students must have reliable transportation to the museum for their scheduled workdays. Applicants should have demonstrated financial need. The successful applicant must be eligible for work in the U.S. The offer of an internship at FCM will be dependent on a successful CORI or background check.

### **Stipend:**

\$2,000 for 100 hours worked, received 50% at beginning of internship and 50% at completion of internship.

### **How to Apply:**

Application packet materials must include:

- A cover letter addressed to Ms. Ellis. Please include information on the type of internship for which you are applying, your qualifications, and desired learning outcomes.

- A statement of financial need of no more than 250 words explaining how you will benefit from a paid internship. What will you put the money toward, and how will it help you achieve your academic and/or career goals?
- A copy of your most recent transcript, if currently enrolled in school.
- A letter of reference (from a non-relative, preferably a professor, academic advisor, or employer).

Submit an application packet via email to Emma Ellis, Community Engagement and Education Coordinator at [eellis@fullercraft.org](mailto:eellis@fullercraft.org).

Fuller Craft Museum strongly encourages applications from individuals who are members of groups underrepresented in careers related to museums.