

## **Denise LeBlanc Internship Fund | Fuller Craft Museum**

### **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:**

Summer Internship Deadline: Application due March 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). The Summer Internship will run from May until August.

*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 2023-24 calendar year, internships are available in the following departments:

### ***Development (2)***

Communications Intern: Outreach

- **Position Overview:** The Fuller Craft Museum Communications Intern will learn about the arts community in the Metro-South and South Shore region, while making new connections for Fuller Craft Museum.
- **Key Tasks:** Research and create a list of regional craft fairs and community events; Contact fairs and community events (identified from research) to learn the pricing and commitment; audience; and other vendors; Work with FCM staff to identify best outreach opportunities; Work with FCM staff to compile info and instructions for outreach "kits" and for outreach volunteers
- The Communications Intern will learn not only learn about the wide and collaborative arts community in the region surrounding Fuller Craft Museum, but will also support Fuller Craft in expanding its participation in this community. No experience is necessary, and all training and tools will be provided. FCM seeks an intern that has an interest in the arts and is comfortable in a front-facing role.

Development Intern: Foundations & Corporate

- **Position Overview:** The Fuller Craft Museum Development Intern will learn the process of identifying and reaching out to corporate and foundation funders, including research, letter-writing, and basic grant applications.
- **Key Tasks:** Research local companies for participation in FCM's corporate membership program; Research statewide, regional, and national foundations that fit FCM's mission and activities; Draft and mail letters for corporate membership; Draft and submit one or more grant application during the internship.
- The Development Intern will learn highly marketable skills in this position. No experience is necessary, and all training and tools will be provided. FCM seeks an intern that has an interest in development and museums.

### **Education (1)**

- 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 the following:

- A cover letter addressed to Ms. Weatherly. 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 Deana Weatherly, Learning Programs Coordinator, at [dweatherly@fullercraft.org](mailto:dweatherly@fullercraft.org).

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