

National Gallery of Art

Volunteer Internships, Research Assistantships, and Apprenticeships

In addition to the National Gallery of Art's paid internships and fellowships, a number of unpaid internships, research assistantships, and apprenticeships are available. Volunteers work in various Gallery departments, supervised by a curator or other department head. They are invited to participate in a weekly museum seminar and contribute to ongoing Gallery projects and programs; research assistants and apprentices concentrate on specific projects.

Eligibility

Volunteer positions are open to graduate students currently enrolled in a degree program and to recent recipients of a relevant advanced degree. Preference will be given to graduate students with funding from another granting institution or agency (e.g., Fulbright) and to applicants whose participation will count as partial fulfillment toward a degree. For postgraduate participants the master's degree must have been conferred within one year and the doctoral degree must have been conferred within two years of the proposed start date. Please visit the Gallery's Web site (www.nga.gov) to learn more about its collection and programs.

Application Instructions

Please fill out this form completely. Your application packet must include six copies of this form, six copies of your full résumé or cv, six copies of a writing sample (roughly fifteen pages), six copies of your transcripts (see Web site for instructions), and three letters of recommendation. Please mail to: Department of Academic Programs, Division of Education, National Gallery of Art, 2000B South Club Drive, Landover, MD 20785. Should you have any questions regarding the application requirements, please check the Web site or contact the Department of Academic Programs by telephone, (202) 842-6257, or e-mail, intern@nga.gov.

Complete application packets must be received by the deadlines published on the Web site. Late applications will not be considered.

National Gallery of Art

Application for Volunteer Internships, Research Assistantships, and Apprenticeships

1. Last name, first name, middle name or initial

2. Addresses:

Current

Permanent (if different from current address)

3. What do you consider your home state?

4. Phone numbers:

Current address

Permanent address (if different from current address)

Cell phone

5. E-mail address

6. What is your outside source of funding?

7. For which volunteer internship period are you applying? Those eligible may apply for the full academic year (September 10, 2007–May 16, 2008) or for a shorter period based on the length of their academic terms. Both full-time and part-time opportunities are available. Part-time hours vary, but a commitment of twenty-four hours per week for a minimum of twelve weeks is expected. Interns are required to attend a weekly museum seminar (on Friday mornings during the academic year; on Tuesday and Thursday mornings during the summer).

- Academic year (September to May)
- Winter
- Spring
- Summer
- Fall

8. Are you applying for a full-time or part-time position? Full-time is forty hours per week and may include some weekends, holidays, and evenings. Part-time requires a minimum commitment of at least twenty-four hours per week.

9. Will you be receiving university credit for this internship? Students receiving academic credit are responsible for making appropriate arrangements with their institutions.

10. Please check the circles below for the areas in which you are qualified to work:

Exhibition Design:

- Installation
- Lighting
- Silkscreen

Curatorial:

- American Paintings (to early twentieth century)
- British Paintings
- Early Netherlandish Paintings
- French Paintings (nineteenth century)
- Italian Renaissance Paintings
- Northern Baroque Paintings

- Spanish Paintings (Renaissance to nineteenth century)
- Modern and Contemporary Art
- Sculpture and Decorative Arts (Middle Ages to early twentieth century)
- Old Master Drawings
- Old Master Prints
- Photographs
- Modern and Contemporary Prints and Drawings

Conservation:

- Paintings
- Objects
- Paper
- Photographs
- Scientific Research

Education:

- Adults
- Children
- High School
- Families
- Teachers and Schools
- Education Publications
- Elderhostel

- Film Programs

Library:

- Reader Services — Reference and Circulation
- Photo Archives
- Rare Books
- Slide Library

Digital Imaging

Art Law

Copyright Law

Gallery Archives

Security

Architecture

Horticulture

External Affairs:

Development and Fundraising

Press Office

Music

11. College/university history:

Bachelor's degree

Institution

Major(s)

Senior thesis title (if applicable)

Date degree awarded

Master's degree

Institution

Major(s)

Thesis title

Date degree awarded

If you are currently a graduate student, which requirements do you still need to complete?

Doctoral degree

Institution

Major area

Have you passed your qualifying exams? When?

Have you passed your language exams? When?

Are you advanced to candidacy?

Are you writing your dissertation? What is the title?

When do you plan to defend?

12. List foreign languages you know and your proficiency in each (fluent, reading, speaking).

13. Awards and honors received (list most recent first)

14. Previous internships and employment (list most recent first)

15. How did you learn about this internship?

- professor
- university career center
- NGA Web site
- former intern
- CAA online
- other_____
- Aviso*
- academic advisor

16. Please write a letter (single-spaced, about five hundred words) to the selection committee stating your reason for wanting to participate in the museum training program at the National Gallery of Art at this point in your education or career. Describe 1) what you hope to achieve from the experience, 2) what you believe you can contribute to the department(s) in which you are interested, and 3) how such an experience might further your education and career goals. Attach a separate sheet if necessary.