

The Katzenberger Foundation
Art History Internships
at the Smithsonian Institution

In Washington, D.C. + New York City

June 8, 2009 to August 14, 2009

Participating Smithsonian Museums:

Cooper Hewitt National Design Museum
Freer Gallery of Art + Arthur M. Sackler Gallery
National Museum of African American History and Culture
National Museum of American History
National Portrait Gallery

Apply Online: <https://solaa.si.edu>
Applications due by 02/01/2009

The Katzenberger Foundation Art History Internship Program is a need-based program supporting internships for undergraduate art history juniors and seniors in research and collections projects at the Smithsonian Institution, generously funded by the Katzenberger Foundation, and administered by the Smithsonian Center for Education and Museum Studies (SCEMS).

Questions?
E-mail:
interninfo@si.edu

DETAILS

<u>APPLICATION DEADLINE</u>	All application materials, must be <u>received</u> in the online system or post-marked by February 01, 2009 .
<u>ELIGIBILITY</u>	<p>- U.S. citizenship or permanent resident status. Non-US citizens <u>are not</u> eligible for this program. See http://intern.si.edu/internship_types_subject.html#art for info on other art internship programs.</p> <p>- Declared art history major, concentration, or related discipline.</p> <p>- Enrolled as an undergraduate Junior, Senior, or equivalent in a degree granting program, at an accredited institution (*Just-graduated seniors are eligible to apply, provided their undergraduate graduation date was not before 1/5/2009).</p> <p>- Qualify for financial need. The aim of this program is to provide an opportunity for high achieving students with financial challenges to participate in a significant internship experience. Applicants must be eligible to receive federal student aid (i.e. Pell Grant, Stafford Loan, Perkins Loan, etc...).</p>
<u>APPLICATION PACKAGE</u> Use the SOLAA System to Apply Online: https://solaa.si.edu 1. Register for SOLAA 2. Select "internship" 3. Select "Smithsonian Katzenberger Art History Internship Program" Mailing address for documents that are unable to be uploaded: Smithsonian Institution SCEMS MRC 508 PO BOX 37012 Washington, DC 20013-7012 ALL documents must be received no later than 02/01/2009.	<ol style="list-style-type: none"> 1. <u>APPLICATION:</u> Be sure to rank your interest in the projects; You may select up to 3 2. <u>RESUME</u> 3. <u>ACADEMIC ESSAY:</u> 2 pages describing how your academic goals, qualifications, and career aspirations relate to art history and the internship program at the Smithsonian 4. <u>ACADEMIC TRANSCRIPTS:</u> can be official or unofficial; URL links not accepted 5. <u>TWO LETTERS OF RECOMMENDATION:</u> from professors; If preferred, a professor can e-mail the reference letter directly to tspinale@si.edu. All letters are kept confidential. Applicants are not allowed access to the letters.
<u>PAYMENT</u>	A \$5,000 stipend is awarded to the student. Stipend payments are distributed every two weeks through a direct deposit via the Smithsonian's Office of Fellowships.

<p><u>SELECTION CRITERIA</u></p>	<ul style="list-style-type: none"> - At least a 3.4 GPA in the Art History (related) major, as verified by the submission of academic transcripts. - Substantial course work in Art History, or related disciplines. - Demonstrated interest in museums, galleries, libraries, or archives. - Demonstrated research skills, attention to detail, and knowledge of computers for word processing and spreadsheets.
<p><u>DATES AND LOCATIONS</u></p>	<p>The internships last from June 8, 2009 to August 14, 2009, in Washington, DC or New York City (Cooper Hewitt); Some weekend programs may require weekend duty. Interns must be available for the entire time on-site.</p>
<p><u>FINAL REPORT & EVALUATION</u></p>	<p>Interns are required to submit a 3-4 page report to SCEMS summarizing their internship activities upon completion of the internship, and complete an evaluation questionnaire. Final stipend payment is withheld until the report and evaluation is received by SCEMS.</p>
<p><u>HOUSING & TRANSPORTATION</u></p>	<p>Interns are responsible for <u>securing their own housing</u>. A listing of area housing can be furnished to awarded recipients upon request. A list of awardees and contact information will be distributed to each participant, and interns may choose to arrange for housing together. Please note that many university campuses rent out their dorm housing during the summer to interns. No parking for interns is available at the Smithsonian. Public transportation—rail and bus—is located very close to the internship sites. http://intern.si.edu/housing.html</p>
<p><u>INTERNSHIP EXPERIENCE</u></p>	<p>For more information about the Smithsonian Internship Program experience visit: http://intern.si.edu/benefits.html</p>
<p><u>PROJECT DETAILS</u></p>	<p><i>Projects are subject to change; Projects descriptions detailed below.</i></p> <ol style="list-style-type: none"> 1. Cooper-Hewitt National Design Museum (CHNDM) Library <i>New York City</i> Library Research 2. Freer Gallery of Art & Arthur M. Sackler Gallery (FGA/AMSG) <i>Washington, DC</i> Freer Collections Research 3. National Museum of African American History and Culture (NMAAHC) <i>Washington, DC</i> Exhibition Research 4. National Museum of African American History and Culture (NMAAHC) <i>Washington, DC</i> Collections Research 5. National Museum of American History (NMAH) <i>Washington, DC</i> Collections Management (Graphic Arts) 6. National Portrait Gallery (NPG) <i>Washington, DC</i> Education Department Programs

<p><u>POLICIES</u></p>	<p><u>FINANCIAL AID CERTIFICATION:</u> Prior to acceptance, you will be required to submit a form, filled out by your school verifying that you are eligible to receive student aid.</p> <p>Interns must complete a pre-appointment <u>Security Background Investigation.</u> Interns cannot be accepted into the program until they complete and successfully pass this investigation. The investigation includes fingerprinting and a criminal background investigation conducted by the Office of Personnel Security at the Smithsonian.</p> <p>All accepted Smithsonian interns must sign and complete an <u>Internship Registration Form and Copyright Agreement.</u> Completion of Photographic Release and Background Survey Questionnaire is optional, but encouraged.</p> <p>Interns must complete an on-line <u>Computer Security Training</u> and sign a User-Agreement Form when they begin in order to have access to Smithsonian e-mail and computers.</p> <p>Interns must read and sign a document pertaining to the <u>prevention of workplace harassment.</u></p> <p>Interns <u>must furnish their social security number and date of birth</u> to the Office of Personnel Security in order to obtain a security credential.</p> <p>Semi-finalists will be contacted via e-mail or telephone for an interview. This is a national competition; We do not interview candidates in-person.</p>
<p><u>QUESTIONS?</u></p>	<p>Please send questions about this program to Tracie Spinale, Program Manager, Smithsonian Center for Education and Museum Studies at tspinale@si.edu.</p>

DETAILED PROJECT DESCRIPTIONS

1. Cooper-Hewitt National Design Museum (CHNDM) Library

New York City

Project: Library Research Assistant

Stephen H. Van Dyk, Chief Librarian

To review, make an analysis of, and develop a research guide to the approximately 10,000 postcards housed in card file drawers and arranged in broad subject areas at the Library at Cooper-Hewitt Museum. This collection, compiled by library staff from the late 1890s up to the 1980s, contains fine images of fashion & ethnic costumes, landscapes, flowers and plants, people from around the world, world events such as world fairs, pictures of cities, buildings, and machinery, as well as decorative arts objects and museum displays. Included are early travel photographs, postcards with drawn images, cartoons, some that are hand colored or have photogravure coloring. The collection dating from the 1890s onto to the 1980s chronicles the evolution of the postcard as well as how writers of these postcards used them to communicate. A number of the earlier cards were either sent or collected by our founders –the Hewitt sisters who traveled worldwide at the turn of the century as well as cards that they received from elite New Yorkers of that time. The architecture section contains several items of buildings that no longer exist.

The intern will initially become familiar with literature on the history of postcards in order to identify key individual items, fine examples of genres (i.e. travel cards, etc.), and notable examples of graphic design and production. The intern will create a short essay on the history of postcards, will identify, reproduce and write on several rare or extraordinary examples contained in this collection, develop a select bibliography on postcards, identify and record major postcard collections in the country, and create a finding aid to the collection. The goal is two-fold – to make this rare and extensive collection accessible to researchers and, at the same time, be a learning experience for an intern interested in graphic design, architecture or popular culture history. Must be a design or art history interested in research with a special interest in popular culture, graphic and architectural history. Intern must have good organizational, research and computer skills.

2. Freer Gallery of Art & Arthur M. Sackler Gallery (FGA/AMSG)

Washington, DC

Project: Freer Collections Research

Blythe McCarthy, Department of Conservation

A reference collection of more than 3,000 items that document the range of materials used in Asian and pre-twentieth century American art is housed in the Dept. of Conservation and Scientific Research at the Freer and Sackler Galleries. The collection was initiated in the 1950's by Rutherford J. Gettens for use in his technical studies of art. Since that time it has been continuously added to by Freer and Sackler staff. The collection includes numerous samples from art and archaeological objects, as well as examples of pigments, lacquers, stone, metals, minerals, and other materials. The materials are currently classified by material. The intern would work hands-on with the collection to further classify them as either the raw materials used to produce art, or samples from art. This portion of the project may involve re-housing of some of the materials.

Currently, a cursory description for the items in the collection exists in database form. The intern would expand on this database, writing more detailed descriptions where necessary and linking the collection to information about it in departmental records, Freer archives and from bibliographic searches. This project will enable the collection to be made more readily available to scholars. It is essential that an intern working on this project be well-organized, and detail-oriented, with an ability to work with care and accuracy when dealing with records, reports and objects. Good computer skills and familiarity with programs such as Microsoft Word and Excel are also necessary.

3. National Museum of African American History and Culture (NMAAHC)

Washington, DC

Project: Exhibition Research Assistant

Dr. Jacquelyn Serwer, Chief Curator, NMAAHC

We are organizing an exhibition to showcase an important private collection consisting of both art by African Americans, and rare artifacts that illuminate the history of African Americans from the 17th century to the present. A Katzenberger intern would perform research to situate the art works in a larger art historical context. The research would facilitate as well the development of an exhibition script and publication that will highlight relationships and connections among the various art works, as well as their links to the historical objects, books, and documents. The intern would do research on the art and artists, the related artifacts, and the history of African Americans as collectors. The intern should have a good grounding in art history and possess the research skills to provide a scholarly context for this material. In addition, familiarity and ease with the latest computer database programs, as well as Power Point and Publisher would be a must.

4. **National Museum of African American History and Culture (NMAAHC)**

Washington, DC

Project: Collections Research

Michele Gates Moresi, Curator of Collections, NMAAHC

The National Museum of African American History and Culture is in the process of creating a foundational collection for the museum. As a result, the search for art and artifacts is proceeding at a brisk pace. In the last two years, we have made good progress in our quest to create an SI caliber art collection for the museum, including paintings, sculpture, prints, photography, and decorative arts. Many items have come with proper provenance but still require extensive research to be able to catalogue and present them properly in a museum installation. A Katzenberger intern would make an important contribution to our collection efforts by researching new collection items through primary and secondary sources, correspondence with knowledgeable individuals, and consultation with other Smithsonian curators. The intern should have a basic art history background and be familiar with a range of research tools and resources, and should be able to compose detailed entries on individual works or collections that would be the basis for inclusion in a catalogue or exhibition label. The individual should be comfortable with the latest database programs, as well as Power Point and Publisher.

5. **National Museum of American History (NMAH)**

Washington, DC

Project: Collections Management (Graphic Arts)

Joan Boudreau, Curator, Graphic Arts Collection

Interns learn and employ NMAH accountability and physical care standards and requirements, including methods of acquisition, paperwork and procedures, preservation and storage for newly acquired objects. Interns will also be involved with older collections re-housing prints and 3-dimensional objects, updating records and entering data into the Museum's collection database. In order to catalogue objects the intern would assist staff with research relating to international prints (15th - 21st century), printing plates, blocks, tools and equipment, papermaking, bookbinding, printing for the blind, newspapers, and/or books. Intern must have good organizational, research and computer skills.

6. **National Portrait Gallery (NPG)**

Washington, DC

Project: Education Department Programs

Geri Provost Lyons, Youth and Family Program Coordinator

The Youth and Family Program division of the National Portrait Gallery's Education Department seeks a candidate to work on a summer project in 2009 which involves collections research, working with inner-city youth, and other small projects related to the *Portraits Alive! Summer Youth Program*. This program is in its third year. The dates of the Summer Youth Program are from approximately mid-June through mid-August. The intern would assist program participants with biographical and art historical research on specific people in the National Portrait Gallery's collection. The program participants will then create monologues, which they will deliver in costume, as an interpretive device for the permanent collection, and one of the special exhibitions in the form of an interactive tour. The intern would report directly to the Youth and Family Program Coordinator and assist with administrative and other tasks related to the summer youth program as well. Prospective intern must be willing to work with inner-city youth, have basic computer skills, and some research experience.