

McClung Internship Program Spring Semester, 2023

Explore a career in the museum field at UT's McClung Museum of Natural History & Culture. Earn credit hours alongside hands-on experience in one of several specialty areas while gaining a broad perspective on the McClung's operation and the museum profession as a whole.

Internship breakdown (140 total work hours for 3 course credits):

Departmental Work (112 hours total): An intern will work within a specific area of the museum under the guidance of one supervisor. In that time the intern will work on projects and tasks specific to that area.

- Approximately 8 hours a week for 14 weeks conducting discipline-specific service, research, or labor.
- Times and days are based upon the schedule of the direct supervisor in collaboration with the successful candidate.
- Area supervisors will work with their individual interns to define projects and goals.

All-Intern Group Sessions (2 hours a week on Friday mornings, 9-11am): For the duration of their internship period, all interns will gather to consider contemporary issues in the museum field. This includes having discussions about assigned readings, going on a field trip off site, or having conversations with another staff member at the museum that is not their direct supervisor.

- At the end of the program, interns will present their projects and work to each other and museum staff. Interns will also participate in individual evaluations with their supervisors and the program lead. This will occur during finals week, schedule TBD.
- Participation in Friday sessions is MANDATORY.

Available Internships (9 total):

- **Collections Interns (3 positions):** Assignments may include re-housing objects; conducting condition reporting and cataloging; and researching objects and documenting background information. Successful candidates must have taken coursework specific to or related to the field. To forgo the coursework requirement, a candidate must make a compelling argument for consideration in their cover letter. To secure this internship, one must be highly organized and detail oriented. Special collection internships are for the following areas: **Malacology, Archaeology, and Arts & Culture**
- **Exhibitions Curatorial Intern (1 position):** Projects may include conducting research for upcoming exhibitions and assisting with copy writing for didactic materials. Excellent research and writing skills are desirable. A successful candidate should be able to adeptly and easily find sources via electronic journals, books, and other online research. They should also have great organizational and written communication skills.
- **Exhibition & Operations Intern (1 position):** Assignments may include organizing and making an inventory of casework, creating/editing budgets (excel), editing and follow-up on exhibition management software (Asana), and learning about building operational

and environmental systems. Must be comfortable performing physical, manual labor. Ability to work with hand and power tools is preferred.

- **Communications Intern (1 position):** Assignments may include distributing materials, designing and developing materials for promotion, authoring copy and taking photos/video, tracking web and social media analytics, and doing research on comparable institutions and what kinds of outreach and programming they are doing. Candidates should be self-motivated and have some background or interest in the museum's objects (art, archaeology, etc.), exhibitions, and programming.
- **Development Intern (1 position):** Projects may include assisting with grant writing, helping with membership or VIP tours and events, drafting membership appeals, helping to prospect and solicit sponsorships, working on data entry, and the maintenance of membership lists. Candidates should be outgoing, personable, and highly organized. Some availability on weekends and in the evenings is desirable.
- **Visitor Services Intern (1 position):** Projects and assignments may include data entry, synthesize of attendance and engagement data and survey responses, creating reports, conducting market research, assisting with engagement and outreach programs, and helping with events and day to day visitor services work. A successful candidate should be personable, highly organized, and have at least a basic knowledge of Excel. An interest in accessibility would be a plus.
- **Environmental Archaeology Intern (1 position):** Work includes assisting with laboratory equipment, incoming researchers and projects, organizing samples, and documenting information. Successful candidates must have taken coursework specific to or related to the field. To forgo the coursework requirement, a candidate must make a compelling argument for consideration in their cover letter. To secure this internship, one must be highly organized and detail oriented.

To Apply Please submit a cover letter and resume. *State the internship area(s) of interest in your application.*

- Collection candidates must clearly discuss their desired area of focus in their cover letter. Include relevant coursework in the resume or the rationale for consideration in your letter.
- Exhibition curatorial candidates must submit a writing sample. An essay from course work would suffice.
- Communications candidates should provide 3-5 examples of social media posts and/or marketing materials created for an organization or group.

To achieve THREE CREDITS through the McClung Museum's Internship Program, an intern must enroll in their UT department's internship course and then commit to providing 140 hours of work (approximately 12 hours a week for 14 weeks) to the museum. The program facilitator (Katy Malone, Curator of Academic Programs, kmalon15@utk.edu) will guide you through this process and can answer questions about the program.