



MCCLUNG MUSEUM

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

All internship positions consist of 140 work hours for 3 course credits over the course of the spring semester. Your commitment will consist of...

Area-Specific Work (112 hours total)

If chosen as an intern, you will...

- complete projects and perform tasks for one specific area within the McClung Museum.
- work under the guidance of a McClung Museum departmental staff member.
- conduct discipline-specific service, research, or labor for approximately 8 hours a week for 14 weeks.
- collaborate with your supervisor to define projects and establish goals.

Times and dates of area-specific work will be coordinated with your direct supervisor.

Intern Group Sessions (28 hours total)

If chosen as an intern, you will participate in MANDATORY weekly professional development sessions with your fellow interns. In these sessions, you will...

- consider contemporary issues within the museum field.
- engage with McClung Museum staff and other museum-field experts.
- participate in offsite field trips.

Intern Group Sessions are held each Friday morning from 9:00 to 11:00 AM.

Final Presentations & Evaluations

During the last group session, interns will deliver a presentation to fellow interns and museum staff discussing the work they completed/contributed to throughout the semester. Interns will also be evaluated by their direct supervisor and the internship program facilitator.

Available Internships (9 total)

Archaeology Collections Intern (2 positions available)

Interns will be an integral part of the McClung Museum's effort to reorganize its archeological collections. They will learn and become adept at valuable collections management skills, including re-housing archeological objects, inventorying, labelling, and cataloging. Interns will also be introduced to collections management software applications.

Successful candidates must have taken coursework specific to and/or related to the field of Anthropology. To forgo the coursework requirement, applicants must make a compelling argument for consideration in their cover letter. Candidates must be highly organized and detail-oriented. They must have the ability to lift 25 pounds and climb ladders. Applicants must also be comfortable working in the presence of human remains.

Communications Intern (1 position available)

Intern will participate in projects that may include designing and developing materials for promotion, taking photos/videos and authoring copy, auditing and organizing web content, and/or tracking web and social media analytics. Other tasks may include distributing materials and/or completing research on comparable institutions' outreach and programming.

A successful candidate should be self-motivated and have some background or interest in the McClung Museum's collections (art, archaeology, etc.), exhibitions, and programming. Application must include three to five examples of social media posts and/or marketing materials created for an organization or group.

Curatorial Intern (1 position available)

Intern will participate in projects that may include conducting research on upcoming exhibitions and objects from the Arts and Culture permanent collection. Other tasks may include assisting with the copy writing and editing of didactic materials and the project management of and/or documentation for exhibitions. Excellent research and writing skills are desirable.

A successful candidate should have the ability to find sources adeptly and easily via electronic journals, books, and other online research resources. Applicant should also have great organizational and written communication skills and be able to work independently. Applicant must include a writing sample (such as an essay from their course work) in their application.

Development Intern (1 position available)

Intern will participate in projects that may include assisting with grant writing, helping with membership or VIP tours and events, and/or drafting membership appeals. Other tasks may include helping to prospect and solicit sponsorships, working on data entry, and/or maintaining membership lists.

A successful candidate should be outgoing, personable, and highly organized. They must also be able to work independently. Some work may be conducted remotely. Evening and weekend availability is preferred.

Education Intern (1 position available)

Intern will participate in projects that support the museum's family and school programming schedule, which includes community days, the Enhanced Homeschool, K-12 tours, and the toddler program. Intern will contribute to content development for lessons and activities, including the research, design, and implementation of select lesson plans for public programs. Other duties may include attending select meetings with community members/university partners and assisting with gallery tours/programs by setting up didactic material, welcoming guests, and managing groups. Intern may also help with related collaborations between the McClung Museum and its community partners (like Darwin Day) and assist with the setup and breakdown of events, including moving furniture and general clean-up duties.

A successful candidate must have outstanding organizational skills and experience working with families/young children. Morning availability is preferred. Occasional weekend availability (dates agreed upon in advance) is required.

Environmental Archaeology Intern (1 position available)

Intern will participate in projects that may include working with laboratory equipment, assisting with incoming researchers and projects, organizing samples, and documenting data. This year's intern will also help develop a lab outreach program with a campus partner.

A successful candidate must have taken coursework specific to and/or related to the fields of Anthropology or Environmental Studies. This can be in any department, as long as the course material is relevant. To forgo the coursework requirement, applicant must make a compelling argument for consideration in their cover letter. Applicants must be highly organized, detail-oriented, and a strong communicator. Candidates should also be enthusiastic about learning and understanding the human-environmental relationships across cultures and time periods.

Exhibitions & Operations Intern (1 position available)

Intern will participate in projects that may include researching museum environmental systems, assisting with demo work in an exhibition gallery, and completing organizational projects in the prep/wood shop. They will also learn about the collaboration process between the McClung Museum and campus partners regarding the Museum's infrastructure.

A successful candidate must be comfortable performing physical, manual labor. Knowledge of and willingness to work with hand and power tools is preferred.

Malacology Collections Intern (1 position available)

Intern will assist the Malacology curator, collection manager, and graduate assistant with organizing and arranging the existing collection. They will be involved with the ongoing effort to catalogue backlogged material. Interns will learn and become adept at valuable collection

management skills, including re-housing specimens, georeferencing previously catalogued specimens, labelling, and cataloging. They will also be introduced to and become proficient in Microsoft Access, the collection's database.

A successful candidate must be highly organized and detail-oriented. Applicant must also have the ability to lift 25 pounds and climb ladders.

To apply, please submit a **cover letter and resume**. Your cover letter should include a rationale for consideration. Your resume should include any relevant coursework.

*Please make sure to clearly **state the internship area(s) of interest** in your application.*

If you are applying for the *Curatorial Internship*, you must...

- submit a writing sample such as an essay from your course work.

If you are applying for the *Communications Internship*, you must...

- provide three to five examples of social media posts and/or marketing materials created for an organization or group.

If chosen as an intern, you...

- will enroll in the internship course as published by your UT department when registering for Spring 2024 classes (more details will be provided to you upon selection). The program facilitator will make arrangements on your behalf within your major/minor.
- must commit to providing 140 hours of work to the museum during the Spring 2024 semester (approximately 10 hours a week for 14 weeks).

If you have any questions, please reach out to the program facilitators, Katy Malone (Curator of Academic Programs, kmalon15@utk.edu) or Alex Miller (Graduate Assistant of Academic Programs, amill236@vols.utk.edu).