

**SHELDON MUSEUM OF ART
AVAILABLE INTERN/VOLUNTEER POSITIONS
(class credit or experience based)
SPRING/SUMMER 2010**

For more information regarding internships at the Sheldon Museum of Art call (402) 472-2461.

To apply for an internship send a resume and letter of interest to
Monica Babcock, Administrator
Sheldon Museum of Art
12th & R Streets,
Lincoln, NE 68588-0300

Collections

The Sheldon Museum of Art seeks a volunteer/intern(s) to assist the Collections Department and Curatorial Project Assistant with a variety of projects. The individual(s) will assist the Collections Department with an ongoing inventory of the artist and object files for the permanent collection as well as helping organize digital images in the image server. Open to undergraduate or graduate students. Requirements include attention to detail, experience with Excel and/or Word software, ability to type 40-50 wpm, ability to work well independently, willingness to work within the framework of Sheldon's hours. Basic knowledge of Photoshop is beneficial, but not required. Responsibilities will include, but not be limited to the following:

Working on an existing inventory list in Excel of the artist and object files.

Typing labels and filing image CDs.

Resizing images, naming them according to Sheldon guidelines, and uploading them to image server.

Creating new object files.

Intern may also be asked to create new archival files for artist and object files being inventoried.

Hours: Approximately 10 hours/wk. 1 credit=50 hrs

Reports to: Genevieve Ellerbee, Associate Registrar

Education Department

The Sheldon Museum of Art seeks an intern to assist with all aspects of the fall Docent Education Course and training program, and to update artist information files maintained in the Education Department. Open to undergraduate or graduate student familiar with or interested in learning about museum education programs. Requirements include flexibility in work schedule, i.e., availability Monday or Thursday mornings, organizational skills such as attention to detail, creative problem solving, and willingness to work within the framework of Sheldon's hours. Responsibilities will include, but not be limited to the following:

Compiling artist and object informational materials for permanent collection galleries

Sorting and filing

Assistant with preparing informational materials for docents

Hours: 1 credit = 50 hours.

Reports to: Karen Janovy, Curator of Education, Sheldon

Fundraising Communications

The Sheldon Museum of Art seeks a dedicated and enthusiastic individual to utilize your skills in design and marketing to create fundraising materials. This internship is geared to giving applicants the opportunity of utilizing their academic training and skills and applying them to the fundraising field. Under the direction of the Development Director, the intern will assist with several projects to create compelling communications/marketing materials to encourage individual and corporate donations, activities to increase membership, support of Sheldon's online presence, and special events.

Assist with the design of fundraising and communications materials including donor information sheets and sponsor opportunities booklet.

Provide content for Sheldon's Facebook page.

Maintain and improve the Sheldon website in regard to fundraising components.

Assist with the planning and coordination of informational and fundraising events.

Coordinate special projects as relevant.

Strong interpersonal, verbal (including phone work) and written communication skills

Organizational skills with attention to detail and self-motivation

Basic computer processing skills including Microsoft Office and Internet

Hours: Minimum 10 hours/week for 3 months. 1 credit = 50 hrs

Reports to: Laura Reznicek, Development Director

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Social Networking/Facebook

The Sheldon Museum of Art seeks a dedicated and enthusiastic individual to spend time on Facebook! The position will utilize your skills with Facebook to keep our profile current, post invitations for upcoming events, and encourage people to become a fan of Sheldon. This internship is geared at utilizing both social networking skills and marketing and member/donor communication opportunities for Sheldon and for the intern to gain experience in supporting the arts.

Managing Sheldon's Facebook profile including considerations of special member groups and target audiences.

With direction and consultation from the Development Director, regularly update the profile, send invitations to events, and provide or seek appropriate applications to add.
Create a special group within the fan page for members.

Strong interpersonal, verbal, and written communication skills
Organizational skills with attention to detail and self-motivation
Basic computer software knowledge including Microsoft Office and internet searches

Hours: Minimum 10 hours/week for 4 months. 1 credit = 50 hours, This intern would need to schedule regular meetings with the Development Director during regular office hours (8:30 am–5:00 pm, Monday – Friday). Other work could be conducted on or off-site with a flexible schedule as agreed upon by the supervisor and intern.

Reports to: Laura Reznicek, Development Director

Grants Fundraising

The Sheldon Museum of Art seeks a dedicated and enthusiastic individual who seeks to learn about the process of researching and applying for grant funds to support a nonprofit organization. The position will encompass various grant seeking and grant application techniques to support development and would be ideal for someone looking to learn about how the grant application process works. This internship is geared to giving applicants the opportunity of utilizing their academic training and existing skills to gain broad experience in supporting a nonprofit.

Research potential grant opportunities from foundations and corporate funders.

Draft letters and proposals to potential grantors.

Conduct research for proposals and compiling documents.

Manage a database of grant opportunities with relevant information including a historical log of past grant history.

Draft communications pieces.

Strong interpersonal, verbal (including phone work) and written communication skills
Organizational skills with attention to detail and self-motivation
Basic computer software knowledge including Microsoft Office and internet searches

Hours: Minimum 10 hours/week for 4 months. 1 credit = 50 hours

Reports to: Laura Reznicek, Development Director

Public Relations and Marketing

The Sheldon Museum of Art seeks an intern to assist the Public Relations and Marketing Manager in promoting the museum and providing timely information to visitors and potential visitors. The individual will work on various projects including: promoting First Friday receptions, writing copy for web pages, assisting at public events, posting fliers at numerous locations on campus and downtown, writing copy for and laying out basic ads and posters, developing strategies to reach and attract students to the Museum.

Hours: The student will need to work approximately 50 hours per credit hour earned.

Reports to: Tom White, Sheldon Public Relations and Marketing Manager.

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Special Events (multiple positions available)

Are you someone with strong organizational skills and an interest in event planning? Assist in planning many of the Sheldon Museum of Art events. As a special events volunteer/intern you will assist in developing unique themes, logistics, catering orders, guest lists, invitations, and publicity as well as assisting with event related research. Coordinate travel for guest speakers, consultants, etc. Internship hours and schedule are relatively flexible making this a great opportunity for students to gain experience and develop event planning skills.

Applicant must demonstrate strong organizational skills, ability to work independently and with others, be creative with budget limitations.

Hours: Minimum 10 hours/week for 4 months. 1 credit = 50 hours
Reports to: Laurie Sipple, Public Programs Coordinator

Sheldon Statewide

The Sheldon Museum of Art seeks an intern to assist the Sheldon Statewide Exhibition Coordinator with developing educational material from the current research and compilation of educational materials that exist for the 2010-2011 traveling exhibition.

Will create educational material from research on approximately twenty artists included in the exhibition utilizing developed research, in-house library as well as other outside sources.

Assist the Coordinator with compiling information and creating educational connections and activities to enhance the viewing experience to be included in docent and teacher packets and the Sheldon website.

Assist with the design of the Youth Activity guide and comment book.

Put together educational packets for mailing.

Perform other duties related to the Sheldon Statewide project.

Experience in art, art education, museum studies and/or art history is helpful.

Flexible part-time hours

Hours: Flexible, part-time hours. Minimum 10 hours/week for 3 months. 1 credit = 50 hours
Reports to: Susan Soriente, Sheldon Statewide Coordinator

Museum Store Marketing

The Sheldon Museum of Art seeks an intern to assist the Sheldon Museum Store Manager with all aspects of store management including web design and marketing. The Sheldon Museum Store is a resource for unique art items, jewelry, stationery, books, and learning material related to the Sheldon collection.

Provide museum store support by assisting with merchandise display, sales, inventory and other miscellaneous duties as needed.

Utilize Sheldon Museum of Art web page to market museum store promotions and feature items/artists.

Design postcards and flyers to market museum store promotions and feature items/arts.

Experience in retail required. Experience in marketing, web design and InDesign software preferred but not necessary

Hours: Minimum 10 hours/week for 3 months. 1 credit = 50 hrs
Reports to: Vonni Sparks, Museum Store Manager

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Museum Store Volunteer

The Sheldon Museum of Art seeks volunteers/interns to assist with retail operations in the museum store. Persons will not only be responsible for taking payment of goods, assisting with inventory, and maintaining store displays, but are also a vital source of information for the visitor. Cashiers need to be responsible in handling money, have good customer relations and have a basic knowledge of the art in the museum, or where they can find more information.

Hours: Flexible part-time hours
Reports to: Vonni Sparks, Museum Store Manager

Sheldon Docent

The Sheldon Museum of Art seeks volunteers/interns to serve as Sheldon docents. A docent is an educated member of staff who is trained to give tours and provide information about all the featured artworks on exhibit in the museum and Sculpture Garden. Training occurs at the beginning of the fall semester. There are three different groups of docents; student docent (UNL), peer docent (high school), and docent (non-student).

Hours: Training Monday or Thursday mornings through September; monthly morning briefings through the year.

Reports to: Karen Janovy, Curator of Education