



Internships at the Gregg Museum of Art & Design

As a part of the Gregg Museum's educational mission, we host interns to work with museum staff to learn more about museum work and to assist in fulfilling the institution's greater mission.

Students are responsible for arranging with their own institutions and departments if they wish to receive class credit. Typically, interns work 8-10 hours per week for a total of 120 hours, depending on the requirements for credit. These hours should take place between the hours of 9:00 am – 4:30 pm Monday through Friday, though some tasks may take place outside of these times. The majority of these hours will be completed on-site and other hours may be conducted virtually under the supervision of museum staff. The student should have availability a minimum of 4 consecutive hours on each day worked. Priority for internship placement is given to NC State students and then to students from other colleges and universities. The number of interns accepted each semester is determined by the museum's current needs. Limited funding may be available for this position. Further information will be discussed with candidates.

Interested applicants should send the following materials to Jordan Brothers Cao, Assistant Registrar, at jbcao@ncsu.edu:

- a cover letter indicating why you are interested in interning at the Gregg, what skills and/or experience you can bring to the program, and what you hope to gain from the internship
- a current resume including education, work experience, and preferred contact information

Applications must be received by **9:00 am on Monday, November 1**, for Spring 2022.

Internships currently available:

Collections Internships

Interns in the collections department work with art and artifacts in the collection at the direction of the registration staff.

Typical tasks include helping the staff complete the following:

- Cataloging incoming gifts
- Assisting with object photography and documentation
- Care of collections, including storage and condition reports
- Assisting with exhibition preparation, installation, and deinstallation
- Assisting staff with object handling to facilitate classes and collection access
- Researching objects in the collection
- Administrative tasks including filing, database entry, and digital file organization