

## Saint Louis Art Museum 2024 Summer Internships

The Saint Louis Art Museum is pleased to offer **four full-time, paid internships** in the summer of 2024. Preference will be given to students who have not yet pursued graduate study; active undergraduate students and members of the classes of 2023 and 2024 are encouraged to apply. Qualified graduate students are also welcome to apply. Applications are due by 11:59 pm CST on **Sunday, March 10, 2024**.

### Position Summary

Join a community of interns to gain professional skills and learn about museum practice. The paid internships at the Saint Louis Art Museum offer opportunities to gain first-hand experience working in a major art museum. The Museum is home to a collection of over 37,000 works of art from six continents, dating from ancient times to the present. Over the course of the summer program, interns will have opportunities to learn more about the Museum's collections through curatorial tours and participate in tours of local collections and institutions. In addition, they will participate in tours of the conservation facilities, weekly brownbag lunches with department and division heads, and a meeting with the Museum's director.

In 2024, three museum divisions will host interns from a variety of academic backgrounds. Interns will work one-on-one with staff members in the Marketing and Communications, Learning and Engagement, and Curatorial departments of the Museum. The Saint Louis Art Museum strongly encourages applications from students who are members of groups underrepresented in careers related to museums and the visual arts.

### [1: Marketing and Communications Internship](#)

The Marketing and Communications division will offer **one internship** in 2024. Marketing and Communications is responsible for promoting Museum initiatives—including those relating to exhibitions, the collection, special events, and other projects—through advertising, social media, press outreach, and other publicity. This year's intern will assist the marketing and communications team by writing copy for the Museum's blog, social media, and press materials; by providing logistical support at press previews and video shoots; by helping plan Q3 and Q4 publicity events managed by the department; and through other tasks as needed. Applicants should possess strong writing skills. Work or academic experience in journalism, public relations, advertising, marketing, or related areas is preferred.

### [2: Learning and Engagement Internship](#)

The Learning and Engagement division will offer **one internship** in 2024. Learning and Engagement is responsible for public programs, guided tours, and resources that invite Museum visitors of all ages, backgrounds, and abilities to engage with the Museum collection and temporary exhibitions and installations onsite, online, and at locations throughout St. Louis. This year's intern will work with the Director of Learning and Engagement and other Learning and Engagement educators on the planning, implementation, and evaluation of interpretation projects and programs and tours for diverse audiences.

### [3: Curatorial Internships](#)

The Curatorial division will offer **two internships** in 2024. Curatorial guides the growth and display of the Museum's permanent collection and organizes and generates temporary exhibitions and installations. Interns participate in the daily work of the department, including assisting with research and development for future exhibitions and conducting research on works in the Museum's collection. Interns will develop research files, annotated bibliographies, and exhibition checklists. Successful applicants will possess a demonstrated interest in art history, previous academic research experience, and strong writing skills; reading knowledge of another language than English is appreciated.

### Key Information:

- Start date is June 3, 2024.

- Internship concludes when intern completes 300 hours (not including July 4 holiday); duration to be eight weeks.
- Work schedule is Monday through Friday, roughly 9am-5pm, averaging 37.5 hours per week.
- Compensation: Interns will be paid in a 3-part stipend: \$1500 on the first day, \$1500 at the midpoint, and \$1500 at the conclusion of the program. Second and third payments will be prorated if the candidate does not complete the full 8-week program.
- Eligible candidates are active undergraduate students, recent graduates (classes of 2023 and 2024), and graduate students.
- Interns may work offsite some of the time with supervisor approval (not to exceed 40% of a given work week).
- The Saint Louis Art Museum adheres to health protocols based on current guidelines from the City's Department of Health.

To apply, candidates should select one division (Marketing and Communications; Learning and Engagement; or Curatorial) and prepare an application that includes the following documents:

To apply for the Marketing and Communications Internship, please [click here](#) and submit:

- *Cover letter*, indicating the candidate's professional goals and reasons for seeking this internship. Please describe aspects of your past academic and/or job experience that you feel are most relevant to this application and how they have prepared you to undertake the tasks associated with a marketing and communications internship.
- *Resumé or CV*, indicating academic background and work experience (volunteer and paid work)
- *Transcripts* (unofficial transcripts are acceptable)
- *3 References*: name, title, affiliation, and full contact information (letters of reference *not required*; at least 2 references must be a professor or academic advisor; 1 can be a personal or nonacademic professional reference)
- *Three writing samples*, which can include—but are not limited to—academic, journalism, or creative writing, such as blogs.

To apply for the Learning and Engagement Internship, please [click here](#) and submit:

- *Cover letter*, indicating the candidate's professional goals and reasons for seeking this internship. Please describe aspects of your past academic and/or job experience that you feel are most relevant to this application and how they have prepared you to undertake the tasks associated with the Learning and Engagement internship.
- *Resumé or CV*, indicating academic background and work experience (volunteer and paid work)
- *Transcripts* (unofficial transcripts are acceptable)
- *3 References*: name, title, affiliation, and full contact information (letters of reference *not required*; at least 2 references must be a professor or academic advisor; 1 can be a personal or nonacademic professional reference)
- *Writing sample* which can include—but is not limited to—an academic paper or essay, blog, museum label text, educational resource, or lesson plan.

To apply for the Curatorial Internships, please [click here](#) and submit:

- *Cover letter*, indicating the candidate's professional goals and reasons for seeking this internship. Please describe aspects of your past academic and/or job experience that you feel are most relevant to this application and how they have prepared you to undertake the tasks associated with a Curatorial internship.
- *Resumé or CV*, indicating academic background and work experience (volunteer and paid work)
- *Transcripts* (unofficial transcripts are acceptable)
- *3 References*: name, title, affiliation, and full contact information (letters of reference *not required*; at least 2 references must be a professor or academic advisor; 1 can be a personal or nonacademic professional reference)
- *Language skills list*, specifying language(s) and reading, writing, speaking levels of fluency

- *Academic writing sample, such as a research paper* (minimum 5 pages in length, with source citations and bibliography)

**\*Please only upload two documents: (1) a PDF that combines the cover letter, resume/CV, transcripts, language skills and reference list; (2) the writing sample.\***

**Deadline to submit complete applications: 11:59pm Central Standard Time on Sunday, March 10.**

Selections will be completed by April 19, 2024.

Please direct any questions to Brittany Klenke, Human Resources Administrator, at [brittany.klenke@slam.org](mailto:brittany.klenke@slam.org).

*The Saint Louis Art Museum is committed to building a diverse staff and strongly encourages applications from candidates of color. The Museum is an Equal Opportunity Employer. We are committed to treating all applicants and employees fairly based on their abilities, achievements, and experience, without regard to sex, race, age, disability, religion, national origin, color, sexual orientation, gender identity, or any other classification protected by law.*