



SAVANNAH
AFRICAN
ART
MUSEUM

INTERNSHIP PROGRAM

Mentorship Based Learning at
the Savannah African Art Museum

Updated
March 2023

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ABOUT THE PROGRAM

Internships at the Savannah African Art Museum are available to undergraduate and graduate students of all majors who are interested in a career in the arts and fields related to museums. Our internships are structured through hands-on mentor-based learning that is designed to provide interns with real-world museum experience.

Internship opportunities are available in the following departments: Curatorial, Graphic Design, Registration and Collections Management, and Education and Community Engagement.

Our internships are available year-round and are flexible to meet university credit requirements. Each program requires a minimum of a 10-week commitment and is available on both a full-time and part-time schedule. Please refer to your university's requirements for internships.

For more information about our internship opportunities contact:
Alisa Evans-Newsome or Billie Stultz
apply@savannahafricanartmuseum.org

Part Time:

Minimum of 10 hours per week

Full Time:

Minimum of 20 hours per week

Where to Apply:

Email all documents or questions with the subject line of "Internship" to apply@savannahafricanartmuseum.org

What to Submit:

Please include the following in PDF format:

- Completed application
- Resume/CV
- Cover Letter
- 2 Letters of Recommendation
- Professional Design Portfolio *(if applying for the Graphic Design Internship)*

The internship application can be found at the end of this document. Any applications that do not have the completed application form will not be considered for review.

Curatorial

Research Exhibit Design



We are looking for driven, enthusiastic, and self-motivated interns to join our curatorial team. In this internship you will work alongside our curator with research, writing label copy, wall text, and exhibition design. This internship is a great opportunity to gain hands-on working experience in the curatorial field at a rich cultural museum.

Requirements:

- Enrolled student at the undergraduate or graduate level
- Skilled in research and academic writing
- Proficient in Microsoft Office
- Access to academic research databases (i.e, Jstor, EBSCOhost, and WorldCAT)
- Detail-oriented
- Strong professional communication skills
- Strong organizational skills
- Ability to multitask in a fast-paced environment
- Strong work ethic and high-performance standard

Responsibilities:

- Learn, synthesize, and speak fluently on the museum's on-display collection
- Research objects on view and in storage
- Create, develop, and design an exhibit using works within the collection

Supervisor:

Executive Director and Chief Curator
Billie Stultz

Graphic Design

Communicate
Inspire
Inform



We are looking for creative, enthusiastic, and self-motivated interns to join our graphic design team. In this internship, you will work alongside our graphic designer to develop engaging and educational graphics, ads, publications, and guides for use by the museum. This internship is a great opportunity to gain hands-on working experience and to further develop your design portfolio at a rich cultural museum.

Requirements:

- Enrolled student at the undergraduate or graduate level
- Knowledge of the Design Principles, techniques, and tools
- Keen eye for color and visual composition
- Knowledge of typography
- Professional design portfolio
- Detail-oriented
- Strong professional communication skills
- Strong organizational skills
- Ability to multitask in a fast-paced environment
- Strong work ethic and high-performance standard

Responsibilities:

- Learn, synthesize, and speak fluently on the museum's on-display collection
- Design and create engaging educational graphics, ads, guides, and publications for use within the museum

Supervisor:

Executive Director and Chief Curator
Billie Stultz

Registration Collections Management

Condition Research Catalog

We are looking for driven, enthusiastic, and self-motivated interns to join our collections management team. In this internship, you will work alongside our registrar with research, record keeping, and cataloging objects within the collection. This internship is a great opportunity to gain hands-on experience with objects in the permanent collection.

Requirements:

- Enrolled student at the undergraduate or graduate level
- Skilled in research and academic writing
- Proficient in Microsoft Office
- Access to academic research databases (i.e, Jstor, EBSCOhost, and WorldCAT)
- Detail-oriented
- Strong professional communication skills
- Strong organizational skills
- Ability to multitask in a fast-paced environment
- Strong work ethic and high-performance standard

Responsibilities:

- Learn, synthesize, and speak fluently on the museum's on-display collection
- Research objects on view and in storage
- Maintain records, condition reports, and documentation of the permanent collection

Supervisor:

Assistant Director and Registrar
Alisa Evans-Newsome



Education and Community Engagement

**Learn
Develop
Engage**

We are looking for creative, driven, enthusiastic, and self-motivated interns to join our education and community engagement team. In this internship, you will work alongside our Education and Community Outreach Liaison with developing, coordinating, and facilitating museum workshops, educational and cultural enrichment activities, events, and marketing to complement the museum's existing programming. In addition, as an intern, you will assist in maintaining and developing collaborations with schools and community organizations in person and virtually.

Requirements:

- Enrolled student at the undergraduate or graduate level
- Passion for arts education and cultural enrichment
- Proficient in Microsoft Office
- Strong professional communication skills
- Strong organizational skills and detail-oriented
- Ability to multitask in a fast-paced environment
- Strong work ethic, high-performance standard
- Comfortable engaging with ages 6 & up and with multi-cultural audiences

Responsibilities:

- Learn, synthesize, and speak fluently on the museum's on-display collection
- Assist with ongoing outreach and programming
- Assist with Workshop set-up, loading & unloading materials for off-site presentations
- Professional presentations about the museum and programming to public/private groups, schools, and social and professional organizations

Supervisor:

Education and Community Outreach Liaison,
Lisa Jackson



INTERNSHIP APPLICATION

Complete the form below to apply for our internship program

■ With your application please submit your cover letter, a resume/cv, two letters of recommendation, and a portfolio. Portfolios are only required for graphic design internships. All documents should be emailed together to apply@savannahafricanartmuseum.org with the subject "Internship Application".

Applicant Information:

Full Name

Full Address

E-Mail Phone

Academic Information:

University Location

Major

Minor Expected Graduation Date

Emergency Contact Information:

Full Name

Full Address

Relationship Phone

Which Internship are you applying for?

- Curatorial
- Registration and Collections Management
- Graphic Design
- Education and Community Engagement

How did you hear about this internship program

Internship Availability Part-time Full-Time

Weekly Availability (Museum is closed on Sundays and Mondays. The Museum operating hours are 9:00 am - 5:00 pm on the following days.)

<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours Available	Hours Available	Hours Available	Hours Available	Hours Available

SAVANNAH AFRICAN ART MUSEUM

INTERNSHIP RECOMMENDATION

This application is to be filled out in conjunction with the professional recommendation letter for any applicant applying for an internship at the Savannah African Art Museum.

■ With your application please submit your cover letter, a resume/cv, two letters of recommendation, and a portfolio. Portfolios are only required for graphic design internships. All documents should be emailed together to apply@savannahafricanartmuseum.org with the subject "Internship Application".

Applicant Information:

Full Name

Internship Program Applied To
 Curatorial
 Registration and Collections Management
 Graphic Design
 Education and Community Engagement

Reference Contact Information:

Full Name

Profession Affiliation

Profession/Title

Address

E-Mail Phone

Relationship to Applicant

Amount of Time Known

Recommendation attached to this document should include the following:

- Commentary and professional observations on the applicant's character, work ethic, professionalism, etc.
- Assessment of the applicant's abilities (Please include strengths, weaknesses, special skills, relevant projects, etc.)
- In what way will acceptance into the Savannah African Art Museum's internship program benefit the applicant?

Please attach your digital recommendation to this form. Recommendations can be submitted directly to the museum through email at apply@savannahafricanartmuseum.org or provided to the student to submit with their application.

Printed Name Signature

Professional Affiliation Date



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Applicant Information:

Full Name

Internship Program Applied To Curatorial Registration and Collections Management Graphic Design Education and Community Engagement

Reference Contact Information:

Full Name

Profession Affiliation

Profession/Title

Address

E-Mail Phone

Relationship to Applicant

Amount of Time Known

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- Commentary and professional observations on the applicant's character, work ethic, professionalism, etc.
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Please attach your digital recommendation to this form. Recommendations can be submitted directly to the museum through email at apply@savannahafricanartmuseum.org or provided to the student to submit with their application.

Printed Name Signature

Professional Affiliation Date

CONTACT US!



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ART
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apply@savannahafricanartmuseum.org

201 E. 37th Street, Savannah, GA 31401

+1-912-721-7745

www.savannahafricanartmuseum.org

Savannah African Art Museum is a non-profit institution that introduces all audiences to African art and culture.

Our mission is to provide engaging experiences that educate and start conversations about the power, diversity, and spirituality of African art.