



## MATHERS MUSEUM OF WORLD CULTURES

### ALLEN WHITEHILL CLOWES CHARITABLE FOUNDATION INTERNSHIP PROGRAM

#### Information Sheet

The Allen Whitehill Clowes Charitable Foundation has funded the establishment of an internship program at the Mathers Museum of World Cultures, Indiana University Bloomington. This program is the MMWC's first offering of competitive, paid internship experiences, building on decades of practicum student programming, and significantly increasing the MMWC's ability to cultivate dedicated museum professionals at the undergraduate and master's level.

With a long-term goal of improving Indiana's professional museum workforce, this program's primary objective is to increase the quantity, quality, and accessibility of real-world professional development experiences available to IUB upper-level undergraduate and master's degree students seeking museum careers.

In Summer 2017 an inaugural class of interns launched the program. Internship cohorts of three students per semester will participate in the program over a 10-semester pilot (fall, spring, summer) through Summer 2020.

On-campus internships undertaken during fall and spring semesters are enabling IUB students to gain valuable work experiences without interrupting their studies by relocating to distant locations or for unrelated part-time work. **The program will also advance a public service mission through the option of funding summer session work in off-campus museums as well.** This option expands the range of professional opportunities available to museum-focused IUB students, while strengthening the work of these peer institutions.

The Allen Whitehill Clowes Charitable Foundation, Inc., a private foundation, was established by Allen W. Clowes, a leading philanthropist in Indianapolis, Indiana, who during his life made major contributions to various charitable organizations that promoted or preserved the fine arts, music, literature, education, science and history. Most of these organizations are located in Central Indiana.

The primary mission of the foundation is to support charitable organizations that promote or preserve the Arts and Humanities and to support charitable organizations that were supported by Mr. Clowes during his life or are similar to those supported by Mr. Clowes.

For information on applying for Fall 2018 internships, please see the attached pages.

## FALL 2018 CLOWES INTERNSHIPS

### Application Process Sheet

#### Eligibility

This internship program at the Mathers Museum of World Cultures is available to IUB upper-level undergraduate (juniors and seniors) and masters students who are preparing for careers in museums.

#### Dates

The deadline for Fall 2018 internships is April 10, 2018. Complete application materials must be emailed to [mathers@indiana.edu](mailto:mathers@indiana.edu) by midnight on that date.

#### Application materials must include

Completed Application Form (please submit only the form, do not include the Information Sheet or Application Process Sheet)

Cover Letter describing the internship you would like to apply for and why, including your preparation and qualification for the internship (please see below regarding Letter of Commitment from Internship Supervisor)

Resume

List of References (please include complete contact information, including email addresses, for three references)

Letter of Commitment from Internship Supervisor (Internship opportunities and supervisors at the Mathers Museum of World Cultures are listed on the next page)

**Please submit the Completed Application Form, Cover Letter, Resume, List of References, and Letter of Commitment from Internship Supervisor together (in that order and in one PDF document) by email to [mathers@indiana.edu](mailto:mathers@indiana.edu).**

#### Funding

The Allen Whitehill Clowes Charitable Foundation Internship Program provides each recipient (three will be selected per semester) a total of \$3,300 in funding to fund 20 hours of work per week at \$11 per hour for 15 weeks. (Please note: A background check may be required before the funding can be awarded.) Students who have any additional paid positions at Indiana University may not be eligible for the Clowes award as the university restricts the number of hours worked per week as a university employee.

## **Internships at the Mathers Museum of World Cultures**

**The following is an overview of Mathers Museum departmental project areas and initiatives. Please review the information and contact the listed supervisor to discuss possible internships.**

### **Archival and Photograph Internships—Ellen Sieber/esieber@indiana.edu**

Gather and develop information about photographs or archival materials  
Scan original photographs or archival materials according to set procedures  
Accurately enter information into databases  
Proof database entries  
Prepare proper storage formats for digital documentation

### **Cataloging Internships—Ellen Sieber/esieber@indiana.edu**

Catalog or re-catalog collections according to museum procedures  
Create paper records of work as instructed  
Research collections as necessary for accurate cataloging/re-cataloging  
Write up research notes and bibliographies, as collections are cataloged/re-cataloged

### **Collections Care Internships—Ellen Sieber/esieber@indiana.edu**

Determine and implement proper storage for artifacts  
Arrange collections within storage to ensure safety  
Track current locations of artifacts within storage and updating records for each artifact with disposition codes  
Construct archival boxes and other storage apparatus tailored to the needs of the artifacts  
Helping to maintain a well-organized and tidy storage space and conservation laboratory

### **Collection Reporting Internships—Ellen Sieber/esieber@indiana.edu**

Catalog or re-catalog a selected collection, chosen in collaboration with the Chief Curator, following museum procedures  
Begin research on objects and on the collection itself, including its scope, history, and significance  
Complete research on collection  
Write a Collection Report detailing the information gathered, using a provided format

### **Curatorial Library Internships—Ellen Sieber/esieber@indiana.edu**

Create paper records of work as instructed  
Enter new items into the library's catalog  
Help maintain library records  
Undertake bibliographic research  
Write up research notes and bibliographies, as collections are cataloged/re-cataloged

### **Inventory Support Internships—Theresa Harley-Wilson/tharleyw@indiana.edu**

Inventory sections of the collection  
Troubleshoot discrepancies found during inventory

### **Registration Assistant Internships—Theresa Harley-Wilson/tharleyw@indiana.edu**

Generate receipts and legal documents for artifacts entering and exiting the museum  
Troubleshoot discrepancies found in collections records  
Record condition of artifacts on standard report form

**Photography Internships—Matt Sieber/msieber@indiana.edu**

Digitize the museum's collections of historic photographs and/or negatives  
Learn proper handling of artifacts, including historic negatives and prints  
Photograph various artifacts as needed in digital format

**Exhibitions Internships—Matt Sieber/msieber@indiana.edu**

Develop, research, script, and mount a small exhibit in one of the temporary exhibit areas  
Assist the Manager of Exhibits and the Preparator to mount and install a major exhibit.

**Public Relations Internships—Judy Kirk/jakirk@indiana.edu**

Develop articles for a newsletter  
Develop press releases  
Contact press/media representatives  
Assist in flyer/mailling distributions  
Assist in social media

**Education Projects Internships—Sarah Hatcher/sahatche@indiana.edu**

Develop and implement programs and projects that further the mission of the museum  
Audio tour development  
Curriculum packet development  
Create family guides and other gallery materials  
Research into student use of leisure time

**Education Collection Internships—Sarah Hatcher/sahatche@indiana.edu**

Photograph artifacts, editing photos, and updating the database  
Catalog or re-catalog/research artifacts in the education collection  
Inventory and complete condition reports  
Update database

**Traditional Arts Indiana Internships—Jon Kay/jkay@indiana.edu**

Process fieldwork materials  
Log and transcribe field recordings  
Assist with public programs  
Develop interpretive materials  
Support general Traditional Arts Indiana operations

**Facilities Internships—Kelly Wherley/kwherley@indiana.edu**

Update emergency/security controls and procedures  
Mathers Museum Store operation  
Monitor and record environment

**ALLEN WHITEHILL CLOWES CHARITABLE FOUNDATION INTERNSHIP PROGRAM**

**Fall 2018 Application Form**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_

TELEPHONE (OTHER) \_\_\_\_\_

EMAIL \_\_\_\_\_

UNDERGRADUATE      JUNIOR/SENIOR (CIRCLE ONE)

MASTERS

MAJOR \_\_\_\_\_ DEPARTMENT/SCHOOL \_\_\_\_\_

PREVIOUS MUSEUM WORK (Paid or Volunteer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MUSEUM STUDIES COURSEWORK

\_\_\_\_\_  
\_\_\_\_\_

DO YOU CURRENTLY HOLD ANY PAID POSITIONS AT INDIANA UNIVERSITY? \_\_\_\_\_

PLEASE LIST ANY PAID POSITIONS AT IU THAT YOU ANTICIPATE HOLDING FALL 2018 SEMESTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SKILLS: Please check all that apply

#### COLLECTIONS MANAGEMENT SKILLS

- Artifact Handling
- Cataloging
- Numbering
- Storage and Inventory

#### PHOTOGRAPHY/IMAGES SKILLS

- Camera Skills
- Image Management/Metadata
- Photoshop
- Scanning

#### EDUCATION AND PROGRAMMING SKILLS

- Exhibits/Program Development
- Teaching/Tour Guide

#### PROMOTIONS/PUBLICITY SKILLS

- Graphic Design
- Press Release Writing
- Website Development

#### EXHIBITS AND SHOP SKILLS

- Carpentry
- Exhibit Design/Installation
- Painting

#### DEVELOPMENT/FUNDRAISING SKILLS

- Donor Research
- Database Management
- Proposal Development

#### GENERAL COMPUTING SKILLS

- Database Design
- Data Entry