About Brattleboro Museum & Art Center
BMAC is a non-collecting contemporary art museum founded in 1972 and housed in an historic train station. BMAC produces about 15 art exhibits in six galleries throughout the year, with three exhibit changes. Departments are not strictly separated, and staff and volunteers work as a team to produce and install exhibits, offering a range of training not possible in larger museums. The working environment is fast-paced, professional and friendly. The mission statement of BMAC is “to present art and ideas in ways that inspire, educate, and engage people of all ages.” Some of BMAC’s notable artists have included: Jennifer Bartlett, Chuck Close, Jim Dine, Janet Fish, Wolf Kahn, Alice Neel, Jules Olitski, Faith Ringgold, Chris Van Allsburg, Andy Warhol, and many many more. Exhibiting artists and lenders come from near and far — from local to international, New York galleries to private collections.

Job Description
The intern observes and assists in many aspects of running a small contemporary art museum. The job description includes a great deal of general administrative support, rounded out with exhibit installation, marketing and research, public interface in the gallery, assistance to the education curator and exposure to Visual Thinking Strategies. The position provides a student interested in museum work an opportunity to experience a wide variety of museum functions.

♦ Administration: General administrative assistance may include telephone answering, mail distribution, data entry, website updating, membership and event mailings, writing drafts of event information, cleaning, tending archives, and more.

♦ Exhibits: Interns work behind the scenes on the installation, de-installation, and security of exhibits.

♦ Research: Online research may include finding information on artists, researching gift shop merchandise, updating press lists, updating and expanding exhibit and event listings, updating internship listings, contacting exhibiting artists about their publications, and other projects as needed.

♦ Public Interface: Interns work with the public as substitute gallery greeters, helping with openings, and staffing public events.

♦ Education: Education tasks may include assisting the education curator in setting up for school visits, preparing materials for activities, assisting at workshops, and filing. Interns learn about BMAC’s docent program and may act as docents-in-training during Museum tours. BMAC docents are trained in the methodology called Visual Thinking Strategies. More information about VTS is available at www.vue.org/whatisvts.html.
Stipend and Job Duration
This is an unpaid internship. The schedule may be adapted to fit the intern’s availability. The hours may run from 100 to 300 hours over the course of 12-15 weeks. Starting time is January or February. BMAC staff can guide interns in becoming acquainted with the community. The Museum is located downtown, and there is some public transportation; a vehicle is not required, but is recommended for the occasional driving errand.

Applicant Qualities
The student applying for this position should have a background or interest in museum studies, art history, non-profit management, graphic design, or studio arts. Applicants must possess good verbal communication skills, be flexible and composed under stress, have good organizing skills and be attentive to detail, and be able to compose written materials quickly and easily. Competency with PC computers is a must. Familiarity with Microsoft Word, Outlook, and Excel is necessary. Work experience in an office and competency working in a team are also important. Knowledge of graphics programs such as Quark and Adobe Photoshop is helpful. Other general computer experience is appreciated. Any interested, competent and trustworthy student may apply if s/he is a quick learner, capable problem solver, and willing worker. The internship is somewhat adaptable to the skills and interests of the intern.

Application
Students applying should send a cover letter and resume. Faxes may be sent to 802-258-9182, emails sent to office@brattleboromuseum.org. Mail should be addressed to:
  Teta Hilsdon, Operations Manager
  Brattleboro Museum & Art Center
  10 Vernon Street
  Brattleboro, VT 05301

Applications are reviewed as received until a suitable candidate is contracted. Appropriate candidates may be invited for an interview. A writing sample and references would be requested at that time.

More Information
For questions please email office@brattleboromuseum.org or call 802-257-0124, x101. For more information about the Brattleboro Museum & Art Center please visit the website at www.brattleboromuseum.org.

What Other Interns Have Said...
  “Thank you for making this the best internship (job) and summer I’ve had yet. Your thoughtfulness and positive support made me feel very comfortable here and motivated.”
  “There was a great variety of things to do and learn.”
  “I gained an understanding of the inner workings of a museum and small non-profit.”
  “It was great to be included in staff meetings and staff decision making, it made me feel like I was much more to the museum than a helping hand.”