

The Bead Museum

Application for Internship Placement

THE BEAD MUSEUM is conveniently located in the heart of Historic Downtown Glendale, Arizona and is one of the unique treasures of the state. THE BEAD MUSEUM was established in 1986 to foster the appreciation and understanding of the global historical, cultural and artistic significance of beads and related artifacts. The Museum strives to achieve this goal through preserving, interpreting, and exhibiting collections from around the world and covering the past 30,000 years.

The permanent exhibits explore various aspects of beads as material culture including exchange, social status, honoring the ancestors, healing, ritual, symbolism, and technique. Original documents such as field journals, photographs, and articles are the foundation of the Peter Francis Jr. archives in the Gabrielle Liese Research Library.

To fulfill its mission, THE BEAD MUSEUM invites college and university students to join us in exploring and presenting the many aspects of this small but significant artifact that has been found in every culture around the world and throughout time. The Museum offers students several opportunities to develop various skills while gaining valuable experience. An internship at THE BEAD MUSEUM is a challenging, educational experience designed for undergraduate and graduate students interested in pursuing a career in museum practice, arts administration, or historical scholarship. Working alongside museum staff members in a tutorial arrangement, interns gain valuable skills and training in their chosen field. Internship opportunities are currently available in the following areas:

Educational Programming Intern

Duties: The intern will develop traveling trunks to send into the schools meeting various curriculum in grades 2-6.

Qualifications: Prefer experience creating informal interactive lesson plans, interest in art or anthropology, and experience working with people of various ages.

Other Information: Intern would report to the Curator. Hours are flexible but we prefer that students work at least one full day once a week for 15 weeks or the equivalent number of hours for fewer weeks. Exceptions are made on a case by case basis.

Exhibits Intern

Duties: The intern will develop skills in interpretation and presentation by assisting with the research, design, and installation of changing exhibits. The intern will learn about preventive conservation of artifacts while performing object rotations in permanent exhibits.

Qualifications: Strong interest in art and culture. Previous experience working with collections is preferred.

Other Information: Intern would report to the Curator.

Collections Intern

Duties: Interns will gain valuable and practical experience in the registration process of objects and archival collections. This includes inventories, condition reports, photographing or scanning objects, labeling, indexing, cataloging, and housing. Preventive conservation techniques will be

used to provide a safe environment for the collections. Data entry of collections records in PastPerfect software.

Qualifications: Previous experience working with collections is preferred. Must be computer savvy.

Other Information: Intern would report to the Collections Manager.

Library Intern

Duties: Interns will gain valuable and practical experience in the processing of books and magazines for a museum library. This includes inventories, cataloging, and data entry. Data entry of collections records in PastPerfect software.

Qualifications: Previous experience working in a library is preferred. Must be computer savvy.

Other Information: Intern would report to the Librarian.

Commitment

Internships may last from eight weeks to one year depending on the student's goals and the museum's needs. Interns are expected to work at least 100 hours over the course of their internship regardless of the length of the internship. Hours are flexible but we prefer that students work at least one full day once a week for 15 weeks or the equivalent number of hours for fewer weeks. Exceptions are made on a case by case basis. Hours must be worked during business hours 9:30 am to 5:30 pm, Monday through Saturday. The museum is open to the public 10 am to 5 pm, Monday through Saturday, 10am to 8pm Thursday, and 11am to 4pm Sunday. Interns will be treated as staff and should commit to the internship as they would a paid position.

Benefits

While THE BEAD MUSEUM internships are unpaid, many students earn academic credit for their experience. In addition, the following benefits are extended to all interns:

- 25% off on merchandise in The Bead Museum Store
- invitations to special events, exhibition openings, and receptions

How to Apply

Internship applications are accepted on an on-going basis. Please apply at least one month prior to the start date of the internship.

A completed application consists of the following:

- a completed application form (see attached or call 623-931-2737)
- a one-page personal statement describing your reasons for seeking an internship at THE BEAD MUSEUM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation – one from current or former employer and one from current or former professor or academic staff member

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. Applications are encouraged from African American, Asian American, Latino, and American Indian applicants.