

## **Colby College Museum of Art and Lunder Institute of American Art 2021–2022 Academic Year Student Opportunities**



We offer a variety of internship and student worker opportunities for Colby students during the academic year. All positions are designed to give Colby students an opportunity to develop skills and complete projects under the supervision of museum staff members in various departments.

The hours for each position vary, from 2 to 12 hours each week, depending on what is required. All experiences introduce students to the museum's mission and includes opportunities to visit cultural institutions, learn about current issues and careers in the museum field, and strengthen professional and networking skills. Our student opportunities are paid, and no prior experience is expected.

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### **Digital Content Intern**

The Digital Content Intern will support the development of content for Colby Museum and Lunder Institute for American Art websites. Working closely with the museum communications department and Lunder Institute staff, this individual will play a key role in defining the Colby Museum's online presence, assisting Museum staff in sharing exhibitions, events, and other initiatives with digital audiences in an accessible, clear manner. This individual will be responsible for creating and organizing text, image, and video assets for web publishing, making updates to content, proofreading web content, and other duties as assigned. The successful candidate will possess excellent writing skills, attention to detail, and have experience using Wordpress to post and edit online content.

To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **Accessibility Intern**

The Accessibility Intern will play an integral role in helping to make the Colby Museum and Lunder Institute for American Art's digital content more accessible to wider audiences, by creating and correcting closed captions for all video content, developing alt-text for images on the Colby Museum website and social media channels, and other duties as assigned. The successful candidate will possess an attention to detail, strong English language spelling and punctuation knowledge, and strong visual and auditory focus.

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### **Graphic Design Intern**

The Graphic Design Intern will play an integral role in helping to create strong public awareness for the Colby Museum and Lunder Institute for American Art's programs and events, and sharing pertinent visitor and exhibition-related information to the Colby community and beyond. This intern will work closely with the museum communications team to translate programs into digestible and accessible marketing materials, and will support in the design of clear and engaging graphic communications for print and web, including posters, direct mail pieces, flyers, website and social media graphics, and other materials as needed. The successful candidate will possess strong communications and design skills, attention to detail, and the ability to craft and execute messaging with creativity and style while adhering to institutional branding standards. Preference will be given to those with experience using Adobe InDesign and Photoshop, as well as those with interest in the arts. Candidates should be able to provide a link to their online portfolio.

To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **Student Videographer**

The student videographer will contribute to the Colby Museum and Lunder Institute for American Art's digital archive of lectures, events, and performances, by recording and producing short films of Museum programs. They will also help produce digital content to be shared on the Museum's social media channels. Candidates must have flexible availability, as events are held during the day, as well as evenings and weekends. The ideal candidate should have a strong technical knowledge of video production (including audio recording and video editing) and be able to carry out duties without direct supervision. Preference will be given to those who have access to video equipment and have taken or are taking relevant courses. Candidates should be able to provide a link to their online portfolio.

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### **Student Photographer**

The student photographer will creatively document Colby Museum and Lunder Institute for American Art events for web, social media, and print uses. This position requires a highly responsible, dependable, and detail-oriented student with the ability to handle social situations with grace and respect. The photographer should be well-organized and able to work well independently. Candidates must have flexible availability as events are held during the day, as well as evenings and weekends. An ability to

communicate in a concise and effective manner, both verbally and in writing, with visitors and museum staff is required. The ideal candidate must have digital photography and image editing experience. A working knowledge of Lightroom, Adobe Photoshop, or similar photography software is preferred. Preference will be given to those who own a 35mm DSLR camera and those who have taken or are taking photography courses. Candidates should be able to provide a link to their work on a website or online portfolio.

To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **Academic Engagement Research Assistant**

The Academic Engagement Research Assistant will work primarily with the Linde Family Foundation Curator of Academic Engagement to support a curatorial project. Responsibilities include compiling annotated bibliographies, preparing artist dossiers and images, and institutional research. The project relates to 19th-20th c. U.S. history; imperialism; area studies involving the diasporas of the Philippines, Cuba, Puerto Rico, and Guam; and contemporary artistic production. The successful candidate is diligent and thorough, can work independently, and is a creative thinker. Students in History, American Studies, and Art History are especially encouraged to apply.

To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **Curatorial Intern (two openings)**

This academic year internship offers an immersive introduction to the work of art curating. The intern will assist the curatorial staff on tasks related to the development and realization of exhibitions. Tasks will include collection and exhibition research, meeting preparation, data entry, correspondence, and basic office upkeep. The curatorial intern also will assist the Museum's exhibition preparators, as needed. The successful candidate will have strong organization and communication skills and a genuine interest in learning more about the museum field.

To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **Administrative Intern for the Director's Office**

Reporting to the Executive Assistant to the Director, this position will offer general administrative assistance for all aspects of the Museum organization, including the day-to-day functions of the

museum, meeting and event planning, data gathering, collections-related activities, institutional projects, financial management. To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **Student Guides (two openings)**

Student Guides create and lead educational experiences in the galleries for various campus and community audiences at the Colby College Museum of Art. They also work with select community organizations on partnership programs, research and develop resources, and collaborate with Education and Engagement staff to develop and build new programs and experiences for campus and community audiences. Through this work, guides gain a deep understanding of museum practice, particularly related to education, engagement, and visitor experience. The program is open to second semester freshmen, sophomores, juniors, and seniors at Colby College; there is a training period during the first semester. No prior museum experience or art history knowledge is required. A successful candidate has a deep interest in listening and learning from others, possesses excellent verbal and written communication skills, has an ability to work well in a fast-paced environment, and believes in the importance of the museum being a welcoming and inclusive space.

To apply, please send a cover letter and resume to Kris Bergquist, Mirken Curator of Education and Engagement, at [kristin.bergquist@colby.edu](mailto:kristin.bergquist@colby.edu).

### **LIAA Artist Programming Intern**

This intern will work closely with LIAA Manager of Operations & Manager of Programs on programmatic planning and promotion. They will provide support for the ongoing artistic programs at the Lunder Institute for American Art, including fellowships for artists, scholars and other creative practitioners. Tasks will include managing the Lunder Institute's project management software Airtable, coordinating content with the Colby Museum's Communications Manager and interns for social media stories, meeting with Lunder Institute artists and scholars in collaboration with the Manager of Programs, and helping to realize community and campus programs and events. A successful candidate possesses excellent organizational, verbal and written communication skills, strong interest in storytelling, artistic practice, social media & project management. Experience with social media content development, photography and event planning are a plus. (12 hours per week).

To apply, please submit a cover letter and resume to the Manager of Operations, Khristina Kurasz [kmkurasz@colby.edu](mailto:kmkurasz@colby.edu)

### **Welcome Desk Attendant (multiple openings)**

The Colby Museum seeks a dependable student worker to provide a positive and welcoming presence to all museum visitors. The attendant sets the tone for the visitor experience and should be prepared to

meet and create a welcoming museum environment for all audiences. The attendant provides essential and current information to guests on museum exhibitions, college and community resources, membership, museum policy and procedures, hours, etc. The attendant also oversees all transactions associated with the Museum's gift shop. The attendant position requires a high level of organization, enthusiasm, attention to detail, and the ability to handle multiple assignments simultaneously. A courteous demeanor, professional attire, and promptness are required at all times.

To apply, please submit a cover letter and resume to Sheri LaVerdiere, Assistant for Museum Visits, at [slaverd@colby.edu](mailto:slaverd@colby.edu).

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*Colby College is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, parental or marital status, political beliefs, age, disability unrelated to job requirements, or protected veteran status.*