

Internships for Providence College Studio Art and Art History Students

Last updated 11/14/14

What is an internship, and how does it differ from a volunteer position?

An internship is a structured, supervised work experience designed to enrich and complement your academic studies. Most internships in arts and humanities fields are unpaid, but in return for your labor you get experience, contacts, references, and insight into a possible future career field. An internship can help answer the perennial question of how to gain experience in a field when you need experience to get a job.

You can do an internship for academic credit, or solely for the experience and contacts. To receive academic credit for an internship at PC, you must be a junior or senior. To receive credit in studio art or art history you must be a studio or art history major or minor (or a humanities major). Credit internships, in particular, require advance planning and structure, and must have an academic component and a faculty supervisor. If you do an internship for credit, PC will charge you the same amount in tuition that they would for a regular academic course.

Academic year internships are usually part-time (8 – 15 hours), while summer internships can be part- or full-time. In the summer, some students work at a part-time paid job in order to “fund” their work at an unpaid internship. It’s important to determine whether you have sufficient time in your schedule to dedicate to an internship -- in order for an internship to be successful you must be as responsible and reliable as you would be for a paid job.

How do I find an internship?

Some students find internships by fitting themselves into a pre-existing position listing or vacancy, while some create their own internships through networking, and through identifying organizations that interest them and approaching them with an offer to work as an intern. Please note that for a volunteer experience to qualify as an internship, as opposed to a volunteer position, there must be a significant academic component in the subject area. PC’s CEC has a useful web page on internships, including suggestions on how to find one, and some links to general internship databases. A more detailed, art-oriented list of links is at the end of this document.

How do set up my credit internship and register for the internship course?

[PC’s Career Education Center](#) has a section in the website that clearly lists all requirements and procedures for credit-bearing internships undertaken during the academic year.

For credit-bearing internships, you must:

- 1) Find a faculty supervisor in the appropriate department (for studio art credit this must be a studio professor, and for art history credit your supervisor must be an art history prof).

It is important to realize that credit internships involve an academic component, to be worked out in advance between you and your faculty supervisor. This may take the form of some combination of readings, essays, a journal, a research paper, portfolio or other presentation. **Your faculty supervisor will determine your final grade.**

- 2) Work with your faculty supervisor and the site supervisor at your internship to complete the College-wide [Academic Learning Agreement Form for Internships & Field Experiences](#), and submit it to the Associate Director for Internships in the Career Education Center (Slavin 108) within the first 3 weeks of the semester. You should also provide signed copies to your faculty supervisor, your site supervisor, and Lynn Curtis, Department Internship Coordinator for Art & Art History.

This form applies to academic year internships only – there is a separate form for summer internships, which must be obtained in person from the Career Education Center Office.

The Academic Learning Agreement form provides a structure for you, your site supervisor and your faculty supervisor to outline learning objectives, expectations on all sides, and evaluation criteria.

- 3) Register for the course (via SCE if in summer) and pay tuition. **This MUST be done in advance** – the College DOES NOT award retroactive credit for internships. The deadline for internship registration is the same as that for adding any other academic course – see the college calendar for specific dates. Students must complete both of the above steps (internship course registration, **and** submission of completed Learning Agreement form) in order to be eligible for academic credit for an internship.

As of this date, Art History students register for internships under **ARH 450, Internship in Art History**. Studio Art students register for internships under **ART 490, Independent Study**, with a section number to be determined at the time of registration. You must consult with the Department Chair or Assistant Chair to register for this course.

Please note that the procedures for summer credit internships are not identical to those for academic Year internships, so be sure to check with the Career Education Center for their current guidelines on summer internships.

For non-credit internships, the Art and Art History Department strongly recommends that you:

- 1) Find a faculty supervisor in the appropriate department.
- 2) Use the College-wide *Learning Agreement Form* (see source info above) to provide a structure for you, your site supervisor and your faculty supervisor to outline and clarify learning objectives, expectations on all sides, and evaluation criteria. Though you are not required to submit this form to the Career Education Center, it will help create a clear structure for your internship experience, and create a record and contact information for future PC students looking for internships.

Even if you find a non-credit internship entirely on your own and do not use the College's forms or work with faculty, PLEASE let our department's Internship Coordinator, Lynn Curtis, know about your plans, and afterwards how it went, in particular whether you would recommend your experience to future PC Art and Art History students!

Partial list of organizations which have sponsored a PC art intern within the past few years:

- **WaterFire**, Providence, RI
- **Providence Preservation Society**, Providence, RI
- **Public Archeology Laboratory**, Pawtucket, RI
- **RDW** – Advertising agency (creative) intern, Providence
- **Bert Gallery**, Providence – Curatorial assistant, Gallery Night assistant
- **Gladworks** – Graphic/web design intern, Pawtucket
- **Providence Children's Museum** – Design/installation or education/interpretation
- **Center City Contemporary Arts**, Providence, RI – Gallery assistant
- **Gallery Z** (Atwells Ave) – Gallery assistant
- **Providence Pictures** – Documentary film production assistant
- **Susan Symonds Interior Designs**, Providence, RI **K2S Design Studio** -- Interior design, Barrington, RI
- **Judaica Museum of Temple Emanu-el**, Providence
- **Mayor's Office of the City of Providence** (photography)
- **The Providence Phoenix**
- **Isabella Stewart Gardner Museum**, Boston (Conservation Dept. and Development Dept)
- **Artists Association of Nantucket**, MA
- **Fine Arts Work Center**, Provincetown, MA
- **The Revolving Museum**, Lowell, MA
- **Arts Commission of the City of New York**
- **Pace Wildenstein Gallery**, NY

- The Museum of Jewish Heritage, New York (Lipper Internship)
- Anthropologie (various locations)

Some useful databases for arts internship listings (along with jobs and other opportunities) ~ national and regional:

- [American Alliance of Museums Career Resources](#)
- [ArtJob](#) (searchable database free with registration)
- [Association of Art Museum Curators](#)
- [Creative Hotlist](#) (search 'intern')
- [Idealist.org](#): national listings for nonprofits, including the arts:
- [InternMatch Arts Internships](#)
- [Museum Employment Resource Center](#)
- [PreserveNet](#) (internships and jobs in historic preservation and related fields)

- [Artist Trust](#) (mostly West Coast):
- [Chicago Artists Resource](#)
- [Columbia University Arts Initiative Job and Internship Listings:](#)
- [Hireculture.org](#), for listings in the state of Massachusetts:
- [Maine Arts Internships](#)
- [New England Museum Association ~ Internship and Volunteer Portal](#)
- [NY Foundation for the Arts](#) (NYFA), listings in the NYC area and beyond

Organizations that sometimes list art-related internship openings (grouped geographically, on the East Coast)

- [RISD Museum](#)
- [Providence Preservation Society](#)
- [Rhode Island Historical Society](#)
[Mayor's Office, City of Providence](#)
- [Rhode Island State Council on the Arts](#)
- [Roger Williams Park Zoo](#), Providence, RI
- [Providence Children's Museum](#)
- [Providence CityArts](#)
- [WaterFire Providence](#)
- [National Museum of American Illustration](#),
Newport, RI

- [Attleboro Arts Museum](#), Attleboro, MA
- [Danforth Art Museum/School](#), Framingham, MA
- [DeCordova Museum](#), Lincoln, MA

- [Fuller Craft Museum](#), Brockton, MA
 - [New Bedford Whaling Museum](#), New Bedford, MA
 - [Worcester Art Museum](#), Worcester, MA
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- [Fine Arts Work Center](#), Provincetown, MA
 - [Provincetown Art Association and Museum](#), Provincetown, MA
 - [Truro Center for the Arts at Castle Hill](#), Truro, MA
 - [Mass MOCA](#) (Massachusetts Museum of Modern Art), North Adams, MA
 - [Jacob's Pillow Dance Festival](#), Becket, MA
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- [Boston Center for the Arts](#), Boston, MA
 - [Copley Society of Art](#), Boston, MA
 - [Institute of Contemporary Art](#), Boston, MA
 - [Isabella Stewart Gardner Museum](#), Boston, MA
 - [Museum of Fine Arts](#), Boston, MA
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- [The Aldrich Contemporary Arts Museum](#), Ridgefield, CT
 - [The Center for Photography at Woodstock](#), NY
 - [Dia Art Foundation](#), Beacon, NY
 - [New Britain Museum of American Art](#), New Britain, CT
 - [The Wadsworth Atheneum](#), Hartford, CT
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- [Americans for the Arts](#), NYC
 - [Brooklyn Museum](#), NYC
 - [Christie's New York](#) (auction house)
 - [Cooper Hewitt Design Museum](#), NYC
 - [The Drawing Center](#), New York (Soho)
 - [Guggenheim Museum](#), NYC
 - [International Center for Photography](#), New York
 - [The Jewish Museum](#), NYC
 - [Metropolitan Museum of Art](#), New York
 - [The Morgan Library and Museum](#), New York
 - [Museum of Jewish Heritage](#), Lipper Internship, New York
 - [Museum of Modern Art](#), New York
 - [Museum of the Moving Image](#), New York
 - [Neue Gallerie](#), New York
 - [The New Museum](#), New York
 - [Sotheby's](#) (auction house), New York and London ~ click on 'Programme Description'
 - [The Studio Museum in Harlem](#), New York
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- [Visual Arts Center of New Jersey](#), Summit, NJ
 - [Philadelphia Museum of Art](#), Philadelphia, PA

- [Americans for the Arts](#), Washington, DC
- [Hirschhorn Museum](#), Washington, DC
- [National Gallery of Art](#), Washington, DC
- [National Museum of Women in the Arts](#), Washington, DC
- [The Phillips Collection](#), Washington, DC
- [Smithsonian Institution](#), Washington, D.C.

- [Manifest Gallery and Drawing Center](#), Cincinnati, OH
- [Art Institute of Chicago](#)
- [Museum of Contemporary Art](#), Chicago

- [Minneapolis Institute of Arts](#)
- [Walker Art Center](#), Minneapolis, MN

- [Guggenheim Museum](#) Internships in Europe (includes Bilbao, Spain and Venice, Italy)

PC Contacts:

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 Internship Coordinator for Art and Art History
 100 Service Building
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PC Career Education Center
 Slavin 108
 401-865-1290
 Monday, Tuesday, Thursday, Friday 8:30 – 5:30
 Wednesdays 8:30 – 7:00pm

[PC Career Education Center](#) Internships