



# Internship & Volunteer Opportunities at the Godwin-Ternbach Museum, Queens College

The Godwin-Ternbach Museum organizes cultural exhibitions and programs of contemporary and historical significance for the diverse audiences of Queens and the metropolitan region—students, faculty and public alike—with a commitment to scholarship, creativity, and inclusion.

Internships available at the GTM are designed for undergraduate and graduate students in a variety of majors. Working alongside staff members, interns gain valuable skills and training in museum practice, arts administration, arts education, marketing, and independent scholarship. The museum has two internship tracks, either as a volunteer position or for course credit with an academic advisor. Internships are generally 4-8 hours per week and are available for Fall and Spring semesters.

## **Marketing and Student Outreach**

This internship offers the opportunity to participate in a range of activities to support the planning, development, and implementation of various marketing campaigns and event programming, including updating social media, designing advertising, and documenting and facilitating events.

## **Collections Care and Management**

Interns working in the area of collections care and management assist with cataloging, inventory, and photography of the collection; work with the Museum's collections management database Past-Perfect; and are trained in art handling.

## **Exhibitions**

Interns assist the Museum staff with exhibition preparation involving the permanent collection and temporary exhibitions. Interns conduct research, work on installation, and assist with all aspects of creating an exhibition.

## **Education**

Interns will gain experience in all aspects of education in a museum. Tasks may include assisting in development and research of hands-on activities; writing and designing printed materials for events; planning, and assisting with managing and directing the logistics of education programs.

## **To apply, submit:**

1. A one-page personal statement describing your reasons for seeking an internship at the GTM and what you hope to gain from the experience.
2. A resume outlining your educational, professional, and volunteer experiences.
3. Internship application form.

Please email materials to [gtmuseum@qc.cuny.edu](mailto:gtmuseum@qc.cuny.edu).

Date \_\_\_\_\_



# Internship Application

## Basic Information

Applicant's Name First \_\_\_\_\_ Last \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Internship Preferences

When can you start? Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Year \_\_\_\_\_

Will you be working with an academic advisor? Yes \_\_\_\_\_ No \_\_\_\_\_

## Check available Days and Time

Monday: from \_\_\_\_\_ to \_\_\_\_\_

Tuesday: from \_\_\_\_\_ to \_\_\_\_\_

Wednesday: from \_\_\_\_\_ to \_\_\_\_\_

Thursday: from \_\_\_\_\_ to \_\_\_\_\_

Friday: from \_\_\_\_\_ to \_\_\_\_\_

Sat & Sun: Yes Time range \_\_\_\_\_ No \_\_\_\_\_

## How did you learn about this program?

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## References (Please provide two academic or professional references.)

1. Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

2. Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_