Dear Applicant,

Thank you for your interest in the fellowship opportunities offered at the Museum of Art for the upcoming 2016-2017 Academic Year. Please read ALL information carefully so required materials are completed accurately and in a timely manner. In addition to the application, all candidates must schedule an interview, complete a Skills Assessment test and attach a writing sample. Return all materials to the Museum of Art mailbox located in the Art Department Main Office.

The following materials are included:
- Job Description
- Museum of Art Questionnaire
- Art Department Application (2 Copies)

All Applications are due Wednesday, March 23, 2016 by 5PM

Interview Information: Interviews will take approximately 45 minutes. Notified Applicants who complete and return their information packet may sign up for an interview during the following times:

- Tuesday, March 29th
- Thursday, March 31st

Fellowship Opportunities at the Museum of Art

The Museum of Art Fellowship is awarded to three full-time studio art or art history majors who have demonstrated outstanding performance. In return for in-state tuition the fellowship student will work in the Museum of Art a total of 225 hours/semester (avg. of 15 hours/week—some weeks only 8 hours other weeks as many as 20). During exhibition installations, students will be required to work considerably more hours. Applicants must be available to work up to 24 hours the week before the start of classes, both fall and spring semesters and during spring break. Transportation and housing are not provided. Applicants must have good communication skills, an interest in gallery or museum work, and basic research skills. Applicants should be at least 20 years old and have a valid driver’s license. A minimum 2.8 GPA is required.

The Museum of Art

The mission of the Museum of Art is to support student learning and faculty instruction through first-hand study of works of art. To achieve this, the Museum organizes nine exhibitions annually, and presents a variety of educational programs open to the campus and local community: lectures, gallery talks, demonstrations and workshops, concerts, and cultural excursions. The Museum is also a venue for special events organized by other university offices.
The Museum of Art Fellowship Job Description

The Museum of Art Fellowship provides students hands-on professional experience in an academic museum on the flagship campus of the University of New Hampshire. Fellowship students will gain practical experience in five core areas of study:

**Responsibilities may include:**

1. **Exhibition Coordination and Preparation**
   - Assist with installation of exhibitions (preparing galleries, painting, patching, and reconfiguring temporary wall partitions), preparing works of art for display (matting, cutting glass/plexi, framing, hanging), matting and mounting display labels, assist with lighting, picking up, packaging and delivering works of art, inventory installation materials, and maintenance of museum and storage areas.

2. **Collections Management**
   - Learn proper handling methods and storage conditions for works of art, assist with accessioning procedures (cataloguing, documenting, and object marking), be familiar with Museum security, monitor collection during faculty/student use, and understand collecting ethics guidelines for works of art and ethnographic materials, assist with management of digital surrogates.

3. **Curatorial**
   - Conduct art historical and provenance research on objects in the Museum’s permanent collection, assist with exhibition development, and review exhibition proposals.

4. **Education**
   - Assist with the planning and implementation of educational programs, learn how to write interpretive materials (labels, newsletter articles, gallery guides, audio tours), give public presentations/gallery talks for temporary exhibitions and assist with group tours. Fellowship students will be responsible for introducing featured artists for gallery talks and public programs. Represent the department and or the museum, as student ambassadors, at department and museum events. Fellows may also be called on to mentor prospective students at admission events. **Fellowship students will be required to be available for some evenings and weekends.**

5. **Marketing and Publicity**
   - Assist with the preparation and distribution of Museum marketing collateral, both in print and digitally (press-releases, exhibition postcards, posters, flyers, social media postings). Learn local and regional arts publicity sources both on and off campus. Network with peers to promote Museum of Art events. Fellows will be responsible for photographing and/video documenting all scheduled programming and events throughout academic year.

**Expectations**

Fellowship students will be evaluated mid-year and at the end of their fellowship based upon their academic and technical performance and their personal qualities. Fellows are expected to conduct themselves in a professional manner at all times while working at the Museum. They are expected to maintain a regular schedule and record their hours on a timesheet. Poor performance, frequent tardiness, and unapproved absences are grounds for discipline and possible termination of the fellowship. A lapse in security, improper
behavior or handling that results in damage to a work of art, or museum property may also lead to the termination of the fellowship and the repayment of tuition benefits to the university.

**Museum of Art Fellowship Applicant Questionnaire**

Name: ___________________________ Phone #: ___________ E-mail: ____________________

Academic level next year: ___________________ Art History ☐ Studio Art ☐

Please note: All applicants must submit a hard copy writing sample with the application.

**For the upcoming Academic Year:**

1. Will you be living on campus? ___ Yes ___ No
   If not, please provide your off-campus address:

2. Please list any extracurricular activities you will be participating in next year.
   Include sports, clubs, other jobs, etc.

3. Do you have a method of transportation? ___ Yes ___ No
   If not, please explain how you would complete the 24 hours required before the start of each semester:

4. Do you have a valid Driver’s License? ___ Yes ___ No

**Previous Experience Information:**

5. Please list former and current employers and job titles. (i.e., Palace Cinema, cashier)
   ___________________________________________________
   ___________________________________________________
   ___________________________________________________

6. Do you have any mat or glass cutting, hinging, or frame assembling experience? (Please explain)

7. Have you participated in exhibition installations?

8. Do you have experience leading tours or working with school or camp groups? (Please describe)

9. Why is this fellowship important to you? Please list 3 things you would like to learn from this experience. (use back if necessary)
Department of Art and Art History

FELLOWSHIP and/or SCHOLARSHIP APPLICATION

(Applicants must be a full-time art major during the entire next academic year and have the minimum required GPA at the time of application. See fellowship/scholarship descriptions for more details.)

FELLOWSHIPS

__ Ceramics
__ Visual Resource Center
__ Museum of Art
__ Photography

SCHOLARSHIPS

__ Grant Carlson Prize
__ Bernice Gray Hanhisalo
__ Elizabeth Jones
__ Edwin & Mary Scheier Ceramics
__ Edwin & Mary Scheier Undergraduate
__ Corinne Trippetti (BFA only)
__ Balderacchi Study of Art in Italy
(Program & Semester ______________________)

Name______________________________
Local Mailing_______________________
Address ____________________________
Local Phone _________________________
Major ______________________________
Faculty Sponsors (1)__________________
(2)_________________________

Student ID #________________________
Perm. Addr__________________________
State of Residency____________________
Grade Point Average__________________
Projected Graduation Year - May_______
Marital Status (Eliz. Jones only)_______

Previous Department Fellowships and/or Scholarships Awarded
____________________________________ Year___/___
____________________________________ Year___/___

Studio courses taken

________________________________________________________________________

Art History courses taken

________________________________________________________________________

Grade

Grade

Outstanding Academic Achievements:

APPLICATIONS, PLEASE NOTE
1. Fellowship applicants must interview with the appropriate fellowship faculty or staff by their deadline.
2. Studio art and fine arts majors must submit a portfolio with this application.
3. Art history majors must submit a copy of a recent paper with their application.
Department of Art and Art History
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_______________________ Year ___/___  _____________________ Year ___/___

Studio courses taken       Grade       Art History courses taken       Grade
__________________________       ____       ____________________________       ____
__________________________       ____       ____________________________       ____
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