

Museum Fellowship: Information Packet

Dear Applicant,

Thank you for your interest in the fellowship opportunities offered at the Museum of Art for the upcoming 2020-2021 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 in the Art Department Office.

The following are due Friday, March 27, 2020 by 4PM

- **Museum Copy of Art Department Scholarship/Fellowship application**
- **Museum of Art Questionnaire**

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

- Tuesday, March 31 between 12:30—2:00 PM
 - Wednesday, April 1 between 12:30—2:00 PM
 - Thursday, April 2 between 12:30—2:00 PM
 - Friday, April 3 between 12:30—2:00 PM
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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 report to 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 increase their hours. **Applicants must be available for up to 24 hours the week before the start of classes, both fall and spring semesters.** 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 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), give public presentations/gallery talks for temporary exhibitions and assist with group tours. Represent the department and or the museum, as student ambassadors, at department or 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 arts publicity sources both on and off campus. Network with peers to promote Museum of Art events.

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. A copy of the evaluation form will be provided by the museum. 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.

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)
- Daniel Valenza Art Scholarship

Name _____
 Phone _____
 Major _____
 Faculty Sponsors (1) _____
 Signatures (2) _____

Email _____
 Student ID # _____
 State of Residency _____
 Grade Point Average _____
 Projected Graduation Year _____

Previous Department Fellowships and/or Scholarships Awarded

_____ Year ____/____ _____ Year ____/____

Studio courses taken	Grade	Art History courses taken	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Outstanding Academic Achievements: