Applications are now being taken for a Summer, 2014 Museum Studies Practicum in the NIU Art Museum.

Deadline for submission, **June 6, 2014**, to Peter Olson, Assistant Director, polson@niu.edu

The position encompasses some of the duties of both an art museum Collections Manager/Registrar and Exhibition Preparator.

Specifically, the practicum student will receive training for and gain experience with the following:
- The annual *Art To Lend* exhibition and on-campus rental program; specifically including research into museum collection and curatorial criteria, assessing artwork’s physical properties and condition, matting and framing and evaluating needs for return of rented artwork.
- Collaborate with staff on the layout and installation of *Art To Lend* and assist with the delivery and installation of artwork in various offices on campus.
- Create exhibition labels from database information; fabricate and mount for gallery usage.
- Update contracts and reports for billing.
- Monitor climate conditions in the gallery and maintain records on humidity and temperature.
- Depending on start date, there may be involvement in the process of de-installing exhibitions and returning the gallery walls to clean condition.
- There may also be opportunity to assist with the transition to a new collection inventory database (PastPerfect).

**120 Hours** – Some schedule flexibility is possible within the limits of museum staff availability and university open office hours.

Physical requirements: Able to lift 30 pounds, climb a 10’ ladder, patching, sanding and painting of gallery walls, matting and framing. At times the student may be working with other university departments and/or the public.

Required documents for application:
- NIU Art Museum Practicum Application (pp 2-3 of this document).
  - Writing sample is not required for this position.
  - This job description with form are available on the Museum Studies Website

Applicants will be notified of selection status by **June 20**. NIU Art Museum staff will conduct interviews for final decision.

Peter Olson, polson@niu.edu, 815.753.7867
Museum Studies Practicum, NIU Art Museum

Applicant Name: ____________________________________________________________
Local Address: __________________________________________________________________
Permanent Address: __________________________________________________________
Telephone: ___________________________________________________________________
Email: _______________________________________________________________________
Special Needs and/or allergies: __________________________________________________
Emergency Contact Name and Number: __________________________________________

The Practicum position at the NIU Art Museum may serve in three main areas depending on
time of year and project need:
(1) Exhibit Preparator and Collections Manager, (2) Administrative: Grant, Policy, and Program
Research and Development, or (3) Education.

Practicum Position applying for: _________________________________________________
Semester and Year applying for: _________________________________________________

Academic Major: _________________________________________ Academic Minor:
__________________________________
Are you a SAL? Yes _____ No _____
If yes, what was your previous degree in? ________________________________________
Year in Program: ______________________ Year at NIU: ______________________

Museum Studies Courses you will have completed by time of practicum appointment:

Previous Museum or Gallery Work/Volunteer Experience: __________________________

Focus of Museum Field Interest or Concentration:
__________________________________________________________________________

Previous Work Experience with the Public:
__________________________________________________________________________

Presentation Experience: _______________________________________________________

Languages Spoken: ____________________________________________________________

LIST TWO REFERENCES (Work Supervisor or Professor) and a phone number where each can be
reached:
1. _______________________________________________________________________
2. _______________________________________________________________________
I have skills in and am confident of my abilities in the following areas:

- Writing Skills (provide sample copy with application)
- Proofreading Skills
- Pleasant Phone Manner
- Typing Skills
- Organizational Skills
- Filing Skills
- Leading Tours
- Math Skills

Please note which of the following skills you have and detail the level of your experience:

- Physical Lifting Ability ___ 10 pounds ___20 pounds ___30 pounds ___50 pounds
- Ladder Climbing Ability

- Sewing Skills. Experience:

- Carpentry Skills. Experience:

- Wall Painting Skills. Experience:

- Matting and Framing Skills. Experience:

- Valid Driver’s License
- Have Current Driver’s Insurance
- Willingness to Drive Truck in Chicago

- Computer Experience:
  ___ MS Word ___ MS Excel ___MS Access ___ MS Publisher
  ___ Willoughby IO ___ Past Perfect
  ___ Pagemaker 6.5 ___ Photoshop ___ InDesign
  ___ Other

Other information you care to provide:

Due to the security nature of this position a Pre-employment Criminal Background Investigation is required.