



Museum Studies

School of Letters, Art & Media

Would you like to supervise an internship?

In brief, our internships:

- Are an integral and compulsory part of our Graduate Diploma and Master of Arts degrees.
- Are supervised by professionals in museums, galleries, or related institutions.
- Take place in Australian and international institutions that vary widely in size, collection type and museology.
- Are 20 or 40 days long – students decide which length they would prefer before they apply for an internship, and this length is written into the initial paperwork.
- Are undertaken at different rates. For example, for a 20-day internship, one student might work 5 days a week for 4 weeks straight; another might work 2 days a week for 10 weeks.
- Are preferably undertaken at the rate of at least 2 days a week, to help students to maintain focus and momentum.
- Are agreed by you and the student before the placement begins. To be agreed are: the project, the beginning and projected end dates and the student's days of work.
- Are project-based; allowing you to gain real support for finite or ongoing projects or for the development of new projects, and allowing students to become involved in work that has an identifiable outcome.
- Usually involve one or a small number of projects in an area of museum work – for example, registration, education, exhibitions etc. However, especially in smaller museums, internships have involved work across a number of such areas.

- Require you to complete a questionnaire about the student's performance at the end of the internship. This questionnaire involves ticking some boxes, writing some short answers and awarding a % mark.
- Require students to produce written work and to deliver a presentation. These academic components of the internship are assessed by the academic supervisor of the Internship Program.
- Are insured; interns are covered by the University of Sydney's public liability, personal accident and professional indemnity insurance policies.

You can obtain an intern by responding to a student who has sent you an unsolicited letter to seek an internship, or by contacting us about a project that you would like an intern to undertake. If you have such a project, please contact us with a proposal. It would be good for your proposal to:

- be about 300 words long, or longer if you prefer
- list the tasks that the intern would undertake, and provide some context eg. name and briefly describe an exhibition that a project relates to.
- state when the internship could start, how many days a week it could be undertaken, and any restrictions on which days of the week it could be undertaken
- state the name, title and contact details of the supervisor/s
- state any necessary or preferred knowledge or skills
- state how you prefer a student to apply. Most supervisors request a CV and letter of interest.

For further information, please contact:

Jane Johnston

Internship Officer

Room 303, A26/ R.C. Mills Building

The University of Sydney NSW 2006

Ph 02 9036 6544

Fax 02 9351 4212

Email jane.johnston@sydney.edu.au

Usual hours: Mon. – Wed. & Fri. 9.30am – 5.30pm