

Montgomery College
Arts Institute

ART INTERNSHIP APPLICATION ARTT 290

Earn College Credits and a \$1000 stipend!

ART INTERNSHIP *SPRING semester '26*

Application Deadline: ***December 1 (or until filled)***

The Arts Institute is pleased to offer MC students the opportunity to intern with VisArts Arts Center in Rockville.

Studio Art, Graphic Design, Art History, and Performing Arts students have the opportunity to acquire practical job skills and professional experiences in a hands-on learning environment.

To qualify as a candidate, you must have at least a 3.2 GPA and completed 15 art related credits and currently be enrolled at Montgomery College. Candidates must have strong writing and organizational skills and have reliable transportation.

VisArts Art Internship in Rockville

A Blended F2F and Virtual internship with VisArts Gallery Department

Supervisor:

Marie Aragon (M), Exhibition Programming Coordinator

Montgomery College Gallery Interns will work face-to-face and remotely to assist the VisArts Gallery Director and Exhibitions Programming Coordinator by utilizing a personal computer or laptop with internet access. Students will also work in the gallery (F2F) during gallery installations, openings, and tours. MC Gallery Interns will work a blended 16 hours per week and connect remotely and F2F with the VisArts Gallery Director and Exhibitions Programming Coordinator throughout their shift via email, phone, Zoom, in-person...etc. Projects and assignments will vary each week to include a wide variety of tasks related to the planning, promoting, and presenting of virtual and physical gallery exhibitions as well as virtual events for VisArts, a nonprofit arts center in downtown Rockville, MD. MC Gallery Interns will have the opportunity to build new skills, gain practical experience, and develop further expertise in areas such as Arts Administration, Graphic Design, Photography, Video, Web Design, and Marketing & Communications.

This internship offers a rare opportunity to learn about and be part of the exploration of the development, curation, and promotion of virtual visual arts programming and exhibitions.

Hours, Projects & Assignments:

- 16 hours/week virtual and face-to-face internship contact hours.
- Coordinating information for price lists and exhibition text, researching artists, creating schedules and directories, etc.
- Designing e-announcements, digital catalogs, exhibition vinyl, promotional materials, etc. Create copy for organizational social media.
- Editing gallery website via WordPress. Assisting with building and publishing gallery website pages and designing elements to be used in virtual exhibitions. Resizing images of artwork for website and marketing materials, etc.

- Creating and editing videos of virtual/remote artist interviews, virtual/remote studio visits, execution of workshops, programming, and exhibition reception
- Posting exhibits, events, and calls for submission to online calendars; preparation of press releases and posting of social media content (Twitter, Instagram, and Facebook); helping build media contact lists, etc.
- Creation of blog content (artist interviews and content exploring the practice, materials, and processes of the artists in the VisArts exhibitions.
- Working with the exhibiting artist and department staff to install artwork in the galleries at VisArts. Attending openings. Lead tours.

QUESTIONS YOU MAY HAVE ABOUT THE INTERNSHIP PROGRAM

How much will it cost?

If you are accepted, you will need to enroll into the ARTT 290 Art Internship class and pay the tuition fee. The college will award three college credits and a **\$1000 stipend** at the successful completion of the internship. The stipend will help pay for tuition and your transportation costs.

How much time is spent at the institutions (remotely and face-to-face)?

You are expected to spend 16 hours per week for the length of the semester (240 hours of service to the institution). How you arrange your blended hours are up to you and the institution.

Who is eligible for MC Art Internships?

Only students who are enrolled at Montgomery College and who have applied through the college for the internship program will be considered. Student must have completed at least 15 arts-related credits and have achieved a 3.2 GPA. Strong writing ability and English language skills are required. If you have any questions about your eligibility, please contact Prof. Krueger.

How to apply for an internship?

Complete the application form (see below) with a resume and one faculty recommendation letter. In addition, include a 500-word typed essay (letter of interest). The essay should discuss why you are seeking an internship and what you hope to learn and experience during your internship, especially as related to your academic or professional development goals.

Where to send your completed internship application?

Application materials must be submitted to Professor David Krueger, Rockville Art Department. email: david.krueger@montgomerycollege.edu

Please note: Art Internships availability may vary depending on the institution's requirements.

For more information on the intern's duties and the application process, please contact Professor David Krueger at:
david.krueger@montgomerycollege.edu

***Please complete and return to
Professor David Krueger;
davi.krueger@montgomerycollege.edu***

MONTGOMERY COLLEGE ART INTERNSHIP APPLICATION FORM		
Last name:		First name:
Mailing address:		
MC E-mail address:		
Telephone:	Home:	Cell:
Date of birth:		Place of Birth:
Student MC number:		
Citizenship Status (specify type of visa if not US citizen):		
Expiration date of Visa/Passport:		
Do you speak, write, and read English fluently?	YES	NO

Number of art related credit hours completed:

Year of graduation (anticipated):

Major:

Current GPA:

Home Campus:

Degrees

All degrees held, institutions, and dates conferred:

Resume

Attach a current work résumé to this application.

Skills

List your specific skills in the arts and other areas such as office work, exhibit work, computer applications (ex. Photoshop), web design programs, research, etc., that would be useful for this internship:

How did you learn about the art internship program?

Are you covered by health insurance? YES or NO

Prepare a letter of interest and attach to this application.

Your letter of interest should be 500 words or more. It should discuss why you are seeking an internship and what you hope to learn and experience, especially as related to your academic or professional goals. While you should be specific, you should also indicate your flexibility and wide range of interests and skills.

Please attach (or paste into this box) your letter of interest below.

Type your full name:

Date:

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**Detach this section below and email to your
faculty recommender – recommender then email
this section to Professor Krueger:**

MONTGOMERY COLLEGE
ARTS INSTITUTE
ART INTERNSHIP
FACULTY RECOMMENDATION FORM

Student's Name

Last:

First:

Your candid evaluation should reflect your perception of the student's success as an intern. Please evaluate the student on the following characteristics with **1 as the lowest rating**, and **5 as the highest**. You may highlight the number in yellow.

Please let me know if you have any questions. Thank you.

Email to: david.krueger@montgomerycollege.edu

1. Reliability (attendance, meeting deadlines...etc.)	1	2	3	4	5
2. Intellectual Curiosity	1	2	3	4	5
3. Interpersonal Skills/Participation	1	2	3	4	5
4. Analytical/Reasoning Skills	1	2	3	4	5
5. Writing Skills	1	2	3	4	5
6. Initiative	1	2	3	4	5
7. Suitability to Represent Montgomery College	1	2	3	4	5
8. Ability to Benefit from this Internship	1	2	3	4	5

Faculty Member's Name

Last:

First:

Department / Campus:

Compared to other students in your classes, how would you rate this student?

- 1.Outstanding
2. Above Average
3. Average
4. Below Average

From your knowledge of the student, comment on his/her potential as an intern. Please be as candid as possible. You may attach a word doc. or PDF letter to this form.

Type Name Here:

Office phone:

Date:

Email: