

## Internship Program

### About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) is where adventurous minds encounter the best in contemporary visual, literary, music, and performing arts. A responsive center for diverse audiences, MOCAD presents art that contextualizes, interprets, educates and expands culture, pushing us to the edges of contemporary experience. The museum presents an ambitious schedule of cutting-edge exhibitions, and educational and outreach programs.

### About Internships at MOCAD

The Internship Program at MOCAD offers participants training in the museum profession and a comprehensive overview of museum operations. Interns also gain insight into the national and international world of contemporary art. We welcome current students who wish to broaden their education and professional experience by working and learning in a not-for-profit museum. Internships offer experiential education in a challenging, hands-on environment, in exchange for a substantive contribution to the museum from talented and interested individuals. Interns may complete a number of projects and daily assignments, participate in departmental meetings, special events, and various educational programs and attend regular museum programming including artist talks, lectures, etc. During the summer, a brown bag lunch program takes place weekly.

Departments generally accept one to two interns per session. All interns are expected to turn in biweekly time sheets/reflections documenting the hours they work and projects they have worked on, to be reviewed by their internship supervisor and recorded by the Operations office. Interns must be able to work a full term. Departments currently offering internships are: Exhibitions, Grants + Foundation Relations, Special Events + Facility Rentals, Teen Council + Youth Programs.

Although the MOCAD does not offer paid internships, there are special benefits to being a MOCAD Intern. Benefits of being an MOCAD intern include: an membership card providing reduced or free admission to more than 3,000 member museums across the nation for the length of your internship; curator-led tours of current MOCAD exhibitions; free admission to MOCAD talks and performances; discounts in the MOCAD Store and cafe; and opportunities to meet with museum professionals in nearly every department of the Museum.

### Eligibility

Current students over the age of 18 are eligible for internships, and preference will be given to students in museum studies, the arts, arts administration, humanities and related fields. The Museum of Contemporary Art Detroit provides equal opportunity to its applicants. When making your arrangements, please keep in mind that internships are unpaid. At this time MOCAD is unable to offer visa or immigration assistance to international students seeking an internship. It is recommended that interns have a personal laptop they can use during their internship.

### Schedule of Internship Sessions + Time Commitment

There are two internship sessions and two application deadlines per year. Departments will work with individual interns to determine specific start and end dates roughly matching the dates listed below. Interns must be able to commit to a regular schedule with a minimum of 14 hours per week, which they will determine with their department supervisor.

Academic Year Session – 5 months, January-May

Summer Session – 3 months, June-August

Application Period: November through December

Application Deadline: December 9

Internship Term: January through May

Application Window: January through February

Application Deadline: February 22

Internship Term: May through August

### Compensation + School Credit

Unfortunately, at this time we are not able to offer financial compensation for internships. We hope to be able to adjust that in the future! To the extent of our ability, we will assist you in receiving school credit. Please check with your university about how to make arrangements for receiving credit.

### How to Apply

Applications received after the deadlines and incomplete applications will not be considered. Please review all about the internships carefully before applying, and double check your materials before hitting send. Interns must submit three items in PDF format:

1. An intern application form.
2. A current resume.
3. A cover letter – please review the application form for information on what to address in your cover letter.
4. One to two letters of recommendation from professors and/or previous employers are preferred and appreciated but not mandatory. They may be sent to [volunteer@mocadetroit.org](mailto:volunteer@mocadetroit.org).

Those applicants whom the departments are interested in interviewing will be contacted. The department supervisor will notify selected interns of acceptance and arrange a specific start date. Applicants will receive a response from the department supervisors regarding the status of an application. Please do not call to check on the status of your application.



## INTERNSHIP APPLICATION FORM

(Please type or print clearly)

Today's date: \_\_\_\_\_

Date available to start: \_\_\_\_\_

Full name: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Current address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please check here to indicate that you are over the age of 18:

Education (name of school / location / degree(s) / major(s) / graduation dates):

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about our internship program?:

- From a visit to MOCAD       From a friend       MOCAD website  
 From your school \_\_\_\_\_       Other \_\_\_\_\_

How many times have you visited MOCAD?       Never       1 - 5       5 - 10       10+

Which department do you wish to intern with?: \_\_\_\_\_

Please review internship descriptions on MOCAD's website. Current internships are offered in: Exhibitions, Grants + Foundation Relations, Special Events + Facility Rentals, and Teen Council + Youth Programs.

Please attach a current resume and 1-2 page cover letter to this application form. In the cover letter, please briefly address the following:

- Why you are interested in becoming an intern at MOCAD? What do you think can you learn from MOCAD and nowhere else? Why did you choose the department you did? This may include information like specific areas of interest or career goals.
- Do you have any relevant work or volunteer experience that will help you be a successful intern at MOCAD?
- Do you have other experience that is relevant to your interest in this internship? This may include extracurricular activities, coursework, language skills, special training, technology skills, or other talents.
- Is there anything else you would like us to know about you as an intern candidate?

What days and times are you available for your internship? Some departments require time outside of normal museum or office hours due to the needs of programming and special events. If hired, you will determine a regular schedule with your department head. Office hours: Monday-Friday, 9:30am-5:30pm. Public hours: Tuesday (café and store only), 9:30am-5pm; Wednesday, Saturday and Sunday, 11am-5pm; Thursday + Friday, 11am-8pm.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Academic Credit.** Students interested in earning academic credit for a MOCAD internship should understand we will assist as necessary, but they are responsible for making the necessary arrangements with their university.

### Museum of Contemporary Art Detroit Intern Agreement

I understand that as a MOCAD intern, I will not be entitled to monetary compensation for the work that I perform or be entitled to worker's compensation in the event of personal injury. MOCAD reserves the right to periodically evaluate and terminate intern services should my responsibilities not be fulfilled to satisfaction.

Signature \_\_\_\_\_



Please send your application, resume, and cover letter as a PDF to [volunteer@mocadetroit.org](mailto:volunteer@mocadetroit.org). MOCAD is an Equal Opportunity Employer.