



MATHERS MUSEUM
OF WORLD CULTURES

ALLEN WHITEHILL CLOWES CHARITABLE FOUNDATION INTERNSHIP PROGRAM

Information Sheet

The Allen Whitehill Clowes Charitable Foundation has awarded funding to support the establishment of a new internship program at the Mathers Museum of World Cultures, Indiana University Bloomington. This new program will be MMWC's first offering of competitive, paid internship experiences, building on decades of practicum student programming, and significantly increasing the MMWC's ability to cultivate dedicated museum professionals at the undergraduate and master's level.

With a long-term goal of improving Indiana's professional museum workforce, this program's primary objective is to increase the quantity, quality, and accessibility of real-world professional development experiences available to IUB upper-level undergraduate and master's degree students seeking museum careers.

Beginning in Summer 2017 an inaugural class of interns will launch the program. Internship cohorts of three students per semester will participate in the program over a 10-semester pilot (fall, spring, summer) through Summer 2020.

On-campus internships undertaken during fall and spring semesters will enable IUB students to gain valuable work experiences without interrupting their studies by relocating to distant locations or for unrelated part-time work. The program will also advance a public service mission through the option of funding summer session work in off-campus museums as well. This option expands the range of professional opportunities available to museum-focused IUB students, while strengthening the work of these peer institutions.

The Allen Whitehill Clowes Charitable Foundation, Inc., a private foundation, was established by Allen W. Clowes, a leading philanthropist in Indianapolis, Indiana, who during his life made major contributions to various charitable organizations that promoted or preserved the fine arts, music, literature, education, science and history. Most of these organizations are located in Central Indiana.

The primary mission of the foundation is to support charitable organizations that promote or preserve the Arts and Humanities and to support charitable organizations that were supported by Mr. Clowes during his life or are similar to those supported by Mr. Clowes.

For information on applying for Fall 2017 internships, please see the attached pages.

FALL 2017 CLOWES INTERNSHIPS

Application Process Sheet

Eligibility

This internship program is available to IUB upper-level undergraduate (juniors and seniors) and masters students who are preparing for careers in museums.

Dates

Fall 2017 Internships will take place between August 20 and December 8, 2017 at the Mathers Museum of World Cultures, Indiana University, Bloomington, Indiana.

All application materials are due June 1, 2017.

Notifications will be sent June 29, 2017.

Application materials must include

Completed Application Form (please submit only the form, do not include the Information Sheet or Application Process Sheet)

Cover Letter

Resume

List of References (please include complete contact information, including email addresses, for three references)

Please submit the completed Application Form, Cover Letter, Resume, and List of References together (in that order and in one PDF document) by email to mathers@indiana.edu.

Funding

The Allen Whitehill Clowes Charitable Foundation Internship Program provides each recipient (three will be selected per semester) a total of \$3,300 in funding. (Please note: A background check may be required before the funding can be awarded.)

ALLEN WHITEHILL CLOWES CHARITABLE FOUNDATION INTERNSHIP PROGRAM

Fall 2017 Application Form

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE (HOME) _____

TELEPHONE (OTHER) _____

EMAIL _____

UNDERGRADUATE JUNIOR/SENIOR (CIRCLE ONE) MASTER'S

MAJOR _____ DEPARTMENT/SCHOOL _____

PREVIOUS MUSEUM WORK (Paid or Volunteer) _____

MUSEUM STUDIES COURSEWORK _____

SKILLS: Please check all that apply

COLLECTIONS MANAGEMENT SKILLS

- Artifact Handling
- Cataloging
- Numbering
- Storage and Inventory

EDUCATION AND PROGRAMMING SKILLS

- Exhibits/Program Development
- Teaching/Tour Guide

EXHIBITS AND SHOP SKILLS

- Carpentry
- Exhibit Design/Installation
- Painting

GENERAL COMPUTING SKILLS

- Database Design
- Data entry

PHOTOGRAPHY/IMAGES SKILLS

- Camera Skills
- Image Management/Metadata
- Photoshop
- Scanning

PROMOTIONS/PUBLICITY SKILLS

- Graphic Design
- Press Release Writing
- Website Development