

THE TROUT GALLERY / Paid Assistant Application

Date

DIRECTIONS. To apply for a paid assistantship at The Trout Gallery:

- 1) Complete, print, and submit a hardcopy of this application form
- 2) Attach a copy of your CV
- 3) Deliver to The Trout Gallery Administrative Office in the Weiss Center or email to Heather Flaherty at flaherth@dickinson.edu. Emailed applications will receive a confirmation email upon receipt.

INTERNSHIP FOR ACADEMIC YEAR (e.g. 2010–2011) - Fall ☐ Spring ☐ Both ☐ Summer ☐

CONTACT INFORMATION

First Name Last Name
Cell Phone #
E-mail address
Dickinson Student ☐ Dickinson Box #
Other College/University ☐ Name

ACADEMIC BACKGROUND

During the academic year, I will be a: 1st Year Student ☐ Sophomore ☐ Junior ☐ Senior ☐

Major(s)

Minor(s)

Career Goals

Current GPA

Language(s) other than English:

Language

Native Speaker ☐

Not native but fluent ☐

Intermediate–advanced ☐

Language

Native Speaker ☐

Not native but fluent ☐

Intermediate–advanced ☐

PROFESSIONAL MUSEUM, LIBRARY, GALLERY, OR TEACHING EXPERIENCE

I have no previous internship experience in the museum profession. ☐

The Trout Gallery (activity/year)

Other museums, libraries, or institution(s) (institution/activity)

AREAS OF INTEREST (please check all that apply)

Collections

- ☐ Research objects, artists, and donors
- ☐ Object handling, documentation, and collections management
- ☐ Database management

Exhibitions

- ☐ Research objects, artists, context, and process/medium
- ☐ Exhibition design and installation
- ☐ Create didactic materials (labels, vinyl wall graphics), production, and installation
- ☐ Mat and frame works of art
- ☐ Prepare wall for exhibition (spackle, paint)

Education

- ☐ Research objects, artists, context, process/medium w/emphasis on curriculum
- ☐ Create lesson plans
- ☐ Educational program strategies and design
- ☐ Graphic design and social media
- ☐ Marketing and outreach
- ☐ Program presentation

Administration

- ☐ Events planning and hospitality
- ☐ Audience database management
- ☐ Donor relations and database management
- ☐ Finance and budget database management
- ☐ Publications, publicity, and marketing

Courses you have taken (or are taking) that are relevant to museum work at The Trout Gallery.

Please list any computer and/or graphic design skills here:

Please list social media platforms you currently use:

Please rate your public speaking skills on a scale between 1 and 5 with 5 representing highly proficient:

Please rate your writing skills on a scale between 1 and 5 with 5 representing highly proficient:

Please describe any previous teaching experience here: