



Gilcrease Museum TU Graduate Student Internship

Gilcrease Museum will award one graduate student from the University of Tulsa a paid internship for summer 2024. The TU graduate student intern will work closely with a staff supervisor and mentor to gain an in-depth perspective on museum work in a specific department. Applications are due by March 22. Students will be notified of selection for the internship by April 23.

Gilcrease Museum houses more than 350,000 collections items featuring the art, culture and history of North America from 12,000 BCE to the present. While the Museum is currently closed for a major construction project, staff continue to work on projects and initiatives related to the future museum and to engage the public during the closure period.

Summer 2024 internships are available in the following museum departments:

Anthropology Collections: Gain experience in inventorying, rehousing, and cataloging archaeological and non-archaeological Native American items, and support collections stewardship and NAGPRA compliance.

Marketing & Communications: Support marketing department efforts by crafting engaging promotional content, managing social media channels, and collaborating on campaigns to enhance the Museum's visibility.

Digital Curation: Acquire experience in the entire process of Digitization, from preparing to publishing collection items online. Interns will participate in imaging, post-photography steps, cataloging, publishing and online review.

Library & Archives: Support the organization, preservation of, and access to the Museum's extensive archival collections. Learn about tasks such as archival processing, rehousing, inventory, cataloging and description, and assisting researchers under staff supervision.

Learning & Community Engagement: Support planning and implementation of programs and projects by working with staff mentors, the public and community partners. Learn about approaches to interpretation and evaluating the impact of educational and community initiatives.

Development & Membership: Learn about museum fundraising and working with donors. Gain an understanding of how memberships, unrestricted giving, and project funding support Gilcrease's operations. Assist with member and fundraising mailings and events.

Application Requirements:

Submit an application through gilcrease.org/internships. Specify in your one-page essay that you are applying for the University of Tulsa graduate student internship and clearly **indicate** your top two preferences for departmental placement. Send your most recent **transcript** to Alison Rossi, Director of Learning & Community Engagement at alison-rossi@utulsa.edu.

Compensation:

Students will be compensated at \$17/hr, and can work up to 233 hours over the summer term.