



Overview

The **University of Alberta Museums** is pleased to offer a paid summer internship opportunity to be awarded to a student currently enrolled at the senior undergraduate level at the University of Alberta.

The successful applicant will undertake a summer internship, up to four months in length, with the University of Alberta Museums unit gaining a diverse experience in museum practice in a research intensive, object-based learning environment. The student will undertake projects in one or more of the following areas of museology/museum innovation:

- **Community Engagement:** formal/informal approaches to learning and engagement which are of benefit to the community. Projects may include: public and educational programs, contributing content for the web/social media, event planning and implementation.
- **Curation:** collections-based research resulting in new knowledge. Projects may include: research for exhibition projects, writing didactic and interpretive materials.
- **Exhibitions/Design:** the planning, design, implementation, and considerations for the presentation, care, and interpretation of museum objects. Projects may include: exhibit installation, storyline development.
- **Information/Collections Management:** processes involved to document, record, and digitize museum objects and collections. Projects may include: data entry, online access and digitization, collections management processes related to registration, cataloguing, inventory, loans, deaccessioning.
- **Preventative Conservation:** the practices involved in preserving and maintaining museum objects. Projects may include: preventive projects such as mount-making, object preparation, integrated pest management, condition reporting.
- **Research:** exploring ideas/theories related to museum innovation, the future of museums and their role in the world. Projects may include: object-based research, researching primary and secondary sources.

Who can apply?

We are looking for a creative thinker who is passionate about working in the museum field in the future and who will bring an innovative approach to the internship. To be eligible, the following requirements must be met:

- Students who are currently registered in a University of Alberta undergraduate program in a relatable discipline, with an interest in object-based learning.
- Students who have completed at least three years (minimum *80 credits) towards an undergraduate degree at the University of Alberta prior to starting the internship.

- Students who have completed *120 credits within the past academic year are also eligible.
- Students who are in good academic standing (at least a 3.0 GPA in the most recent 30 credits is suggested).
- Students who are legally permitted to work in Canada.
- Students who have demonstrated an interest in museums through volunteer or work experience.

How to Apply

Interested applicants are invited to attend one of two information sessions about the internship program and how to apply. These information sessions will be held on:

Friday, January 24, 2025 at 12:00 p.m. (presented in-person at 3-20 Rutherford South) **and**
Tuesday, February 11, 2025 at 4:30 p.m. (presented in-person at 3-20 Rutherford South)

The sessions will last approximately one (1) hour. To register for either session, please [RSVP online](#).

Applications **must include** the following:

- a completed University of Alberta Museums Student Internship in Museum Innovation **application form** (Page 4 & 5 of this package)
- a **curriculum vitae**
- an up-to-date, unofficial University of Alberta **transcript**
- a maximum two-page (750 word) **statement of interest** that identifies a specific area(s) of interest in museology/museum innovation and demonstrates:
 - the applicant's passion and interest in a museum career, outlining relevant museum-related work and/or volunteer experience;
 - the applicant's interest in specific areas of museum practice and the University of Alberta Museums collections; and
 - how the internship supports the applicant's short-term and long-term education and professional goals.

Note: Those contacted for an interview will be asked for three (3) professional or academic references.

Process

- Application deadline is **11:59 p.m. Sunday, March 16, 2025**.
- There are **two** options to submit an application:

1. Submit completed application electronically to:

Operations Coordinator - Christina Marocco
(christina.marocco@ualberta.ca)

Subject line: 2025 U of A Museums Summer Internship Application [Your First and Last Name]

OR

2. Apply through the U of A Career Centre (campusBRIDGE)

If you have any questions concerning the internship that are not covered in the Information Session, please contact Jill Horbay, Manager, Museum Programs and Outreach (horbay@ualberta.ca / 780-492-3802)

- Applications will be adjudicated by March 28, 2025 in accordance with University of Alberta human resource protocols.
- The internship is offered annually between May and August and will begin and conclude at mutually agreeable dates negotiated between the successful applicant and the University of Alberta Museums unit. Interns will be employed by the University of Alberta Museums unit.
- Salary: [Grade 3 Step 4](#) (Operating Trust | 35 hours/week).

About the University of Alberta Museums

The University of Alberta Museums is a unique distributed network of 30 diverse museum collections. With numbers of objects totaling in the millions, the museum collections are a rich resource used daily to fuel discovery and advance knowledge through teaching, research, and community engagement. The University of Alberta Museums unit (UAMU) is a central unit that facilitates and coordinates the university's innovative museum model and is the source of professional museum information, services, programs and expertise. UAMU administers a campus-wide museums and collections policy under UAPPOL, acts as a liaison between the collections on campus and the broader community, and provides advisory services and training in a range of museum practices.

About the University of Alberta Museums Student Internship

The Student Internship in Museum Innovation was established to commemorate the Friends of the University of Alberta Museums' 25th Anniversary in 2009, to provide support to University of Alberta students who wish to pursue careers in museum study, practice, research or innovation, and to provide an opportunity for student scholarship related to museology and object-based learning.

University of Alberta Museums Student Internship in Museum Innovation

Application Form

Deadline for applications is 11:59 p.m. on March 16, 2025.

PERSONAL INFORMATION

STUDENT ID		Are you legally eligible for employment in Canada?	
NAME (LAST)		NAME (FIRST)	
ADDRESS		CITY	PROVINCE
			POSTAL CODE
TELEPHONE ()	ALTERNATE PHONE ()	EMAIL	

EDUCATION

Are you currently an undergraduate student at the University of Alberta (Circle One)? Yes No

Please indicate your **faculty, department, and degree program**:

Please indicate your **major and minor** for your program:

Please indicate the **number of course credits** you have completed toward your degree:

Please indicate your **GPA** for the most recent academic year (most recent *30 credits):

INTERNSHIP

<p>Where possible, your preferences and areas of interest will be accommodated. However, the internship is intended to provide experience in all areas of museum practice and in diverse museum collections.</p> <p>Please indicate in the order of preference with which area of museum practice interests you using the numbers 1 – 6. One (1) being your first choice.</p> <p>___ Community Engagement</p> <p>___ Curation</p> <p>___ Exhibitions / Design</p> <p>___ Information / Collections Management</p> <p>___ Preventative Conservation</p> <p>___ Research</p>	<p>Please indicate which three (3) museum collections interest you in order of preference. One (1) being your first choice:</p> <p>1.</p> <p>2.</p> <p>3.</p>
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DATE	SIGNATURE
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Please submit the following:

- University of Alberta Museums Student Internship Application Form
- Curriculum vitae
- Up-to-date, unofficial U of A transcript
- Statement of interest

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Operations Coordinator - Christina Marocco (christina.marocco@ualberta.ca)
Subject line: 2025 U of A Museums Summer Internship Application [Your First and Last Name]

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The personal information requested on this form is collected under the authority of the Universities Act and Section 32 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for admission to the University of Alberta Museums Student Internship in Museum Innovation. Access to personal information is protected under the Alberta Freedom of Information and Protection of Privacy Act. For further information, contact the Manager, Museum Programs and Outreach, University of Alberta Museums, 3-20 Rutherford South, (780) 492-5834, museums@ualberta.ca.