



Mount Holyoke College Art Museum  
presents

# Resources for Students Interested in Visual Arts Careers

Fall 2008



## WELCOME

Whether you're a budding sculptor or painter, hoping for a career as a museum curator or director, art dealer or art historian, or checking out opportunities in art conservation, you should be actively engaged in experiential education opportunities that will complement your academic preparation. Achieving this foundation will help you identify potential careers and distinguish you from the competition. Within this publication are resources to help you develop a plan to attain these real-life skills.

## Suggested Course Work

### Art History Courses:

Consider beginning your study of art history with an introductory course that will familiarize you with the history of art in general. You can later focus on the specific areas in which you are most interested. A strong background in a variety of periods/genres will allow you to make connections between eras and see how one period or style of art can influence another.

### Anthropology Courses:

An anthropology course is suggested due to the strong relationships between art history and artifacts, sculpture, and architecture.

### Studio Art Courses:

Not only required for students in the fine arts, these courses are an invaluable resource to anyone pursuing a career in fine arts. These courses will give you a hands-on approach to understanding techniques used by artists through the ages. Most important, and often required, is a basic drawing course.

### Science Courses:

A foundation in science is vital for those interested in conservation and preservation work. Think about taking courses such

as Quantitative Analysis, Physical Chemistry, Instrumental Analysis, Biochemistry, and Inorganic Chemistry.

### Business Courses:

An understanding of business principles and practices is a definite advantage for those interested in arts administration, as well as independent artists who will be running their own business. Check out courses in marketing, personnel administration, finances and general management courses.

### Foreign Languages:

Study a language(s) appropriate to the fields you are considering. The most commonly requested languages for graduate study in art history are German and French. Italian, Greek, Latin, and Chinese might be of more help if you are interested in ancient or Asian art.

*Remember to use the Five-Colleges and Community Colleges in your home town or Western Mass., to build on your background in the field of study that interests you. If you don't do a summer or January internship look into taking a course in one of these areas.*

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## Arts & Design Jobs Held by

### MHC Alumnae

- Associate Graphics Director, Time Magazine
- International Director of Contemporary Art, Christie's
- Museum Educator, Yale University Art Gallery
- Architect, Herzig Design Associates
- Curator of Prints, National Gallery of Art, Washington
- Graphic Illustrator, US Geological Survey
- Senior Curator, Institute of Contemporary Art, Philadelphia
- Program Assistant, John F. Kennedy Center for the Performing Arts
- Illustrations Coordinator, National Geographic Society
- Chief Conservator, Taft Museum, Cincinnati

### Job Searches:

Cori Ashworth, Dir. of Recruiting and Employer Relations  
cashwort@mtholyoke.edu

Janice Kane, Student Employment Coord.  
jkane@mtholyoke.edu

At the CDC office get the flyer, [Careers in Arts & Design](#). The flyer gives websites, stories, resources, and some jobs held by alumnae. Also pick up the [On-Line Resources Flyer](#) which includes the MHC Passwords. Get some help with resumes, cover-letters, and job searches. Discover the jobs to which you are best suited

**Life Net:** Check with the CDC on how to search the Alum Net database for alumnae who are employed in your fields of interest. Contact some of these alumnae for informational interviews (see page 3).

## Internships

### Internship Programs:

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Coordinator of Internship Programs,  
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Visit the CDC website to learn more about summer and January term internships. Network with friends, family, faculty and others to begin getting ideas about potential internship locations and contacts. It is important to know whether the type of internships in which you are

interested are typically paid or unpaid, and to consider housing and other costs. The CDC offers some aid available for internships. There are also binders with information on sites in many fields in which MHC students have completed internships.

## Graduate Programs

The CDC has current volumes of *Peterson's Guide to Graduate Programs in the Humanities and Princeton Review: The Best Graduate Programs—Humanities & Social Sciences*. In *Peterson's* you will

find the programs broken into categories. Some of the more important sections are 1) Applied Arts and Design, this area includes all design types and photogra-

phy; 2) Architecture; 3) Art and Art History, this area includes fine arts, administration, and museum studies. 5) Film, Television, and Video, 6) Performing Arts.

## Fellowships—Monetary Aid Awarded to Students for Advance Study in a Given Field

In the fellowship area of the CDC library you will find a binder with websites and information on the following fellowship programs in the Arts & Humanities: Addams (Jane) - Andrew Carnegie Fellowship Program, Alpha Delta Kappa Fine Arts Grants for Visual Arts, American Council of Learned Societies (ACLS) Fellowships and Grant Programs, Arts & Humanities Funding Sources, Benicke Memorial Scholarships (Arts, Hu-

manities, Social Science), Bolin (Gaius Charles) Fellowships (Williams College) (Humanities, Social or Behavioral Sciences), College Funds.net (art scholarships), Hearst Minority Fellowship, Institute for Humane Studies Fellowships, Javits (Jacob J.) Fellowships (Arts, Humanities, Social Science), Mellon (Andrew W.) Fellowships in the Department of European

Painting (Chicago Art Institute, Art History, Curator), Mickey Leland—Bill Emerson National Hunger Fellows Program, National Arts and Disability Center (funding sources for individual artists and arts organizations of all disciplines), North Carolina Arts Council Grant Programs, Print and Graphics Scholarship Foundation. (see page 5 for web addresses for funding resources)

## Art & Design Resources

The following are books in the Art & Design Resource section of the CDC Library: *2004 The Official Museum Directory Vol. 1 & 2*, *Opportunities in Commercial Art and Graphic Design*, *Great Jobs for Art*

*Majors, Career Opportunities in Art, Museum Jobs from A-Z, 2004 Artist's and Graphic Designer's Market, Careers by Design, The Business of being an Artist, The National Resource Guild for the*

*Placement of Artists, Careers in Museums: A Variety of Vocations, Becoming a Product Designer, How to Survive and Prosper as an Artist.*

## Job Listing Folders

The On-Line Resources are perhaps the most helpful resource for job searches and can be found on the CDC website. Professional organizations that post jobs are: the New England Museum Association <http://www.nemanet.org>, The American Association of Museum's newsletter, AVISO at <http://www.aam-us.org>. Other websites to review include: <http://www.collegeart.org>, <http://www.museumjobs.com>, <http://www.museum-employment.com>, <http://www.globalmuseum.org>, <http://www.museumsassociation.org>, and <http://www.archaeological.org>.

## Subject Notebooks

The CDC has Subject Notebooks in the following areas: Visual Arts; Graphic Arts and Design; Arts Administration; Museums; Art Restoration, Preservation, and Appraisal; Arts : General Information. The Subject Notebooks of the CDC house articles on jobs and opportunities in these areas. They might help you to learn more about these fields, but are not the strongest of resources available.

# A SAMPLING OF VISUAL ARTS CAREERS

## Careers in Art, Art History, and Museum Studies

- Archeologist
- Art Appraiser
- Art Dealer
- Art Finance
- Artist
- Art Law
- Collections Manager/Registrar
- Conservator
- Cultural Property Specialist
- Curator
- Development/Fund-Raising
- Director
- Educator
- Events Management
- Exhibition Design
- Film Maker
- Gallery Sales/Management
- Graphic Designer
- Illustrator
- Marketing
- Media
- Museum Membership Manager
- Museum Shop Management
- Preparator/Technician
- Photographer
- Professor
- Public Relations/Publicity
- Publishing
- Risk Management
- Visitor Services

## RECOMMENDED EXPERIENTIAL EDUCATION

The following are recommended experiential education opportunities for students interested in museum and art careers. Consider getting experience in all of these areas. To learn more about how to accomplish these see the descriptions below. Check them off as you complete them!

- |                            |       |                              |       |
|----------------------------|-------|------------------------------|-------|
| • Informational Interviews | _____ | • Travel Abroad              | _____ |
| • Foreign Language Study   | _____ | • Professional Journals      | _____ |
| • Study Abroad             | _____ | • Professional Organizations | _____ |
|                            |       | • Museum Visitation          | _____ |
|                            |       | • Gallery Visitation         | _____ |
|                            |       | • Art Auction Research       | _____ |
|                            |       | • Internships/Field Study    | _____ |

## HOW DO I ACCOMPLISH THESE?

**Informational Interviews** – Set up appointments to interview people who hold positions to which you aspire. This is a great way to gain more knowledge about a career and to build a network. To learn more visit: <http://www.smith.edu/cdo/handouts/index.html> and click on the Informational Interview handout .

**Foreign Language Study** – This is most helpful for those interested in museum studies, but can enhance job opportunities for many others. Foreign languages most helpful in museum professions are Italian, French, and German.

**Study Abroad** – Visit the *Center for Global Initiatives* to learn more about programs and internship opportunities abroad. Examples of programs are the Trinity College program in Rome, the UMASS/Siena Program, and the Sweetbriar College program in Paris. Talk with past students about their experiences, what they learned, how they chose their program, and their overall satisfaction.

**Travel Abroad** – Travel to areas to see the type of art you are interested in studying as well as learn more about the culture and language of that region.

**Professional Journals** – AVISO, AAM newsletter, *The Art Bulletin*, *Art Journal*, *caa.reviews*, *CAA News*, Abstracts, Monographs on the Fine Arts.

**Professional Organizations** – American Association of Museums student memberships are \$35; Association of Children's Museums student membership is \$50; American Anthropological Association & the College Art Association offer student membership rates ranging from \$45-\$80, depending on annual income; Society for the Preservation of Natural History Collections membership is available for \$30.

**Museum Visitation** – Suggested domestic visitation includes: Metropolitan Museum of Art, Museum of Modern Art, and the Guggenheim in NYC; Museum of Fine Art Boston; Mass MOCA in North Adams, MA. The Smithsonian Museums in Washington, D.C. are also highly recommended. Also visit websites associated with the museums in cities and towns across America where you live or visit to see what exhibitions are on view. Tourist guides, e.g. AAA, are another useful source to learn about museums and galleries you might visit in your travels.

**Gallery Visitation** – The Gallery Guide Magazine and their online version: <http://www.galleryguide.org>, provide the most comprehensive source of gallery and museum exhibitions throughout the USA.

**Art Auction Research** – Visit auction houses in New York and other cities (especially Sotheby's and Christie's ) <http://www.sothebys.com>, <http://www.christies.com>.

**Internships & Field Study** – Secure paid or volunteer positions in the type of museum/lab/gallery/etc. that interests you. These can range from positions lasting several weeks over J-term or part of the summer to entire academic years. Try to work in at least two organizations that differ somewhat in size, structure and/or subject in order to give yourself a broader experience.

**Advice on how to get a quality internship/field study** – Try to increase your network of alums and individuals associated with the field you are interested in. Visit websites and send cover letters and resumes to museums or programs for whom you are interested in working.

**Resume** – Develop an overall resume which includes your education, activities, awards and honors, employment, languages, technical and special skills/interests, and computer skills. Some skills showing manual dexterity, such as use of photography equipment and tools can be helpful. Keep an up-to-date record of everything you have done. Draw from this list to customize your resume for specific job or internship openings. Your resume should be about a page in length and highlight skills and experiences most relevant to the program/job/internship for which you are applying.

*Mount Holyoke  
College Art Museum*

Lower Lake Road  
South Hadley, MA  
01075

Phone: 413-538-2245

Fax: 413-538-2144

Email: [artmuseum@mtholyoke.edu](mailto:artmuseum@mtholyoke.edu)  
<http://www.mtholyoke.edu/go/artmuseum>

### *Art Museum Staff*

**Receptionist:** 413-538-2245  
(Please ask to speak to desired party)

**Director:**  
Marianne Doezema  
[mdoezema@mtholyoke.edu](mailto:mdoezema@mtholyoke.edu)

**Curator:**  
Wendy M. Watson  
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**Art Advisory Board Fellow:**  
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**Education Coordinator:**  
Jane Gronau  
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**Museum Technician:**  
Brian Kiernan  
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**Skinner Museum Collection Asst.**  
Meghan Gelardi  
[mgelardi@mtholyoke.edu](mailto:mgelardi@mtholyoke.edu)

## Experiential Learning Opportunities at Mount Holyoke College Art Museum

There are many opportunities available at our own museum, including both volunteer and paid positions. Student workers are employed as receptionists, gallery guards or in one of three para-professional positions: Assistant to the Curator, Assistant to the Collections Manager, and Education Outreach Fellow. These positions offer the chance to gain office and museum skills as well as to use your personal talents and abilities in the arts as you work. See below to learn more!

### EDUCATION PROGRAM – for volunteers

Mount Holyoke students are invited to participate in the art museum's extremely successful education program, which is offered to area schools each spring semester. Student volunteers are trained to present a participatory archaeology lesson in the classroom. This lesson has been developed to prepare elementary- and middle-school students for a field trip to tour the museum's ancient collection. For information about the program, contact the Education Outreach fellow or the Education Coordinator at 538-2245.

### INTERNSHIPS – for volunteers

Internships provide students an opportunity to learn about a variety of professional museum operations by working with the collections manager, curator or director. For information contact museum director, Marianne Doezema.

\*\*See the article about interning at the museum in the College Street Journal. <http://www.mtholyoke.edu/offices/comm/csj/013004/purcell.shtml>

### GETTING A JOB – paid positions

If you are interested in applying for a job at the museum, visit the JobX site found on the CDC website (<https://seojobs.mtholyoke.edu>). Click on "find a job," and do a search in keywords for museum.

### ART ADVISORY BOARD FELLOWSHIP POSITION

The Art Advisory Board of the Mount Holyoke College Art Museum sponsors a one-year fellowship position open to alumnae. Intended to be equivalent to an entry-level position in an art museum setting, the fellowship is designed to provide the recipient the opportunity to learn a broad range of curatorial, research, collection management and administrative skills. Application details are available on the museum's website.

## Society of Art Goddesses

Another GREAT way to learn more about art and museum studies is to become involved with the Society of Art Goddesses, a student organization whose members support the museum by meeting regularly to plan student-centered events such as monthly museum trips, behind the scenes exhibition tours, art career panels, etc. Join for a free membership or become a patron for \$10 and enjoy additional benefits, such as museum discounts.

### BECOME A MEMBER



**Fun Events,  
Trips,  
Networking  
Opportunities,**

Questions?  
Contact Maureen McVeigh,  
[mcvei20m@mtholyoke.edu](mailto:mcvei20m@mtholyoke.edu)  
Register to become an  
Art Goddess member  
at the museum.

[www.mtholyoke.edu/go/artmuseum](http://www.mtholyoke.edu/go/artmuseum)  
538-2245

#### Past events:

- Spa Night at the Museum
- Poetry contest for the Diane Arbus *Family Albums* exhibition
- Family Archeology Day activities
- Art Masquerade
- Trips to Museum of Fine Arts Boston, Clark Museum, Eric Carl Museum of Picture Book Art and local galleries.

## Funding Resources for Fellowships, Scholarships, and Grants

American Council of Learned Societies (ACLS) Fellowships and Grants Programs

<http://www.acls.org/fel-comp.htm>

American Graduate Fellowships

[http://www.cic.edu/projects\\_services/grants/americangrad.asp](http://www.cic.edu/projects_services/grants/americangrad.asp)

Arts & Humanities Funding Sources

[http://research.uiowa.edu/dsp/main/?get=arts\\_humanities\\_source](http://research.uiowa.edu/dsp/main/?get=arts_humanities_source)

Beinecke Memorial Scholarships

(Arts, Humanities, Social Sciences)

<http://www.beineckescholarship.org/>

Bill Emerson National Hunger Fellowship

<http://www.hungercenter.org/national/national.htm>

Bolin (Gaius Charles) Fellowships (Williams College)

(Humanities, Natural/Social or Behavioral Sciences )

<http://www.williams.edu/admin/deanfac/fellowships/bolin.php>

CollegeFunds.net (art scholarships) -

[www.collegefunds.net/scholarships/art-scholarships.htm](http://www.collegefunds.net/scholarships/art-scholarships.htm)

Collegenet.com

(perform search on website – type in “Art”, “Computer Graphics”, “Graphic Arts”, “Humanities”)

[www.collegenet.com](http://www.collegenet.com)

Emerson (Bill) National Hunger Fellowship

<http://www.hungercenter.org/national/>

Ford Foundation Fellowships for Minorities

(Humanities & Social Sciences)

<http://www.national-academies.org/fellowships>

Global Supplementary Grant Program

[http://www.soros.org/initiatives/scholarship/focus\\_areas/global\\_supplementary](http://www.soros.org/initiatives/scholarship/focus_areas/global_supplementary)

Hearst Minority Fellowship

(Indiana University Center on Philanthropy)

<http://www.philanthropy.iupui.edu/Education/hearst.aspx>

Humanity in Action (HIA) Fellows Program

<http://www.humanityinaction.org>

Institute for Humane Studies Fellowships

(Humanities, Social Sciences, Journalism, Film, Fiction) -

[www.theihs.org/](http://www.theihs.org/)

Javits (Jacob J.) Fellowships

(Arts, Humanities, Social Sciences)

[www.ed.gov/programs/javits/index.html](http://www.ed.gov/programs/javits/index.html)

Kinley (Kate Neal) Memorial Fellowship

[http://www.faa.uiuc.edu/about\\_faa/funding\\_opportunities.html](http://www.faa.uiuc.edu/about_faa/funding_opportunities.html)

Mickey Leland International Hunger Fellowship

<http://www.hungercenter.org/international/international.htm>

Metropolitan Museum of Art

(Educational resources)

<http://www.metmuseum.org/education/fellowship.html>

National Arts and Disability Center

(Funding Sources for Individual Artists and Arts Organizations of All Disciplines)

<http://nadc.ucla.edu/news.cfm#Scholarships>

North Carolina Arts Council Grant Programs

[http://www.ncarts.org/grants\\_resources.cfm?menu\\_sel=4](http://www.ncarts.org/grants_resources.cfm?menu_sel=4)

Print and Graphics Scholarship Foundation

<http://www.cwu.edu/~scholar/outside/printgraphicscholarshipfoundation.html>

Rousseau (Theodore) Fellowships (Art History, Curators)

[www.metmuseum.org/education/fellowship.html#theo](http://www.metmuseum.org/education/fellowship.html#theo)

Social Science Research Council Fellowships and Grants

<http://fellowships.ssrc.org/>