



National Gallery of Canada

## TD Bank Financial Group Internships 2010

Generously supported by the TD Bank Financial Group, these competitive, paid internships offer study and training opportunities and work experience in the fields of:

- Art Museum Education
- Art Librarianship and Archive Practice
- Areas of Study

### 1 TD Bank Financial Group Internship in Art Museum Education

#### Specific Educational Requirements

Candidates must have completed the first year of college or university studies in museum education, art education, museum studies, art history, education or visual arts; and they must have a particular interest in innovative approaches in the theory and practice of art museum education.

#### Study and Training Opportunities

The intern will be given the opportunity to acquire valuable work experience in an art museum environment.

Candidates should submit a proposal for a specific project to be undertaken by the candidate. The candidate should state the relationship of the project to his/her course of study, career aspirations, and professional development.

The objectives and duties of the internship will be determined by the Gallery and the intern, based on the proposed project and recognizing the intern's academic background, interests and career plan.

The intern will work under the supervision of an Education and Public Programs staff member who specializes in the field of interest.

### 2 TD Bank Financial Group Internship in Art Librarianship and Archive Practice



## National Gallery of Canada

### Specific Educational Requirements

Candidates must have an undergraduate degree in art history or studio, and must have completed the first year of a community college diploma in library or archive technology, or the first year of the master's degree in archives, library, and information management.

### Study and Training Opportunities

The Library and Archives welcomes applications from candidates interested in working in the following areas:

**Library:** working with the Bibliographer, the intern will assume principal responsibility for the project to consolidate, catalogue and inventorize the Library's holdings of National Gallery of Canada publications, notably exhibition catalogues, including: cataloguing; record maintenance; condition assessment; identification and handling of archival and preservation copies; and updating the desiderata list.

**Archives:** working with the Head of Archives, Documentation and Visual Resources, the intern will participate in the project to sort, analyse, arrange, describe and create a finding aid for a recently received donation of the archival papers of an historian of Canadian art.

Full training will be provided for the specific project work. In addition, interns will receive a general overview of the activities of the Library and Archives, including introductions to programs in collections development, collections management, reader services, and archives management.

### **General conditions (apply to both Areas of Study)**

#### **A Eligibility**

Candidates must be Canadian citizens or permanent residents legally entitled to work in Canada who are enrolled in, or a graduate within the last two years of, a diploma- or degree-granting program in one of the two Areas of Study.

Please note any specific educational requirements required by the particular Area of Study, as outlined above.

The TD Internship Program is designed to provide entrance-level professional development opportunities for students contemplating careers in the museum, library, or archives fields.



## National Gallery of Canada

Applications cannot be accepted from current employees of the department of the National Gallery offering the internship being applied for or from previous recipients of a TD Bank Financial Group internship.

### **B Tenure and Remuneration**

Internships normally will be for a term of twelve weeks, although the period can vary depending upon the requirements of both the candidate and the museum program involved.

Residency must be completed during the period 1 May 2010 through 30 April 2011.

Internships are valued at \$7,000 for the twelve-week term, and will be pro-rated in the case of approved shorter or longer periods of internship. Interns may be eligible for a discretionary \$500 relocation allowance.

### **C Applications**

Applications must state clearly which of the two areas of study the candidate is interested in, and must include the following:

The proposed dates of the internship;

A full curriculum vitae, including education, employment, awards and honours;

Candidates in the area of Art Museum Education: project proposal (see above);

Two letters of recommendation from previous or current employers and/or educational institutions, to be sent under separate cover to the National Gallery. These letters must address the candidate's aptitudes and achievements, and assess the relevance of the internship to the candidate's career development.

### **D Assessment**

Applications will be reviewed by internal committees representing the two Areas of Study and the National Gallery Human Resources department. Consideration will be given to the relationship of the internship to the candidate's professional development, the candidate's academic standing, and the strength of the letters of recommendation.

Candidates in the area of Art Museum Education: the project proposal submitted will be judged on its intrinsic merit and on the degree to which the proposed project coincides with Gallery projects.



## National Gallery of Canada

### E Evaluation

A performance/progress evaluation will be provided twice during the internship: an informal exchange at the fourth week to ensure that learning and project objectives are being met and to evaluate the satisfaction of both parties; the second evaluation will be more formal and will be conducted at the end of the internship – a written evaluation of the work done and the intern's performance will be completed by the supervisor of the internship, the intern will prepare a report to assess the success of the internship for both the National Gallery and the TD Bank Financial Group.

### F Deadline

Applications and letters of recommendation must be postmarked no later than 13 March 2010, and sent to:

Mylène Laplante  
Human Resources Advisor  
National Gallery of Canada  
380 Sussex Drive  
P.O. Box 427, Station A  
Ottawa, Ontario  
K1N 9N4,  
Tel.: 613.990-0431  
Fax: 613.990.2756  
Email: [internship@gallery.ca](mailto:internship@gallery.ca).

Applications will be reviewed during April 2010.  
Notification of applicants will take place shortly thereafter.