



Internship Program for students (non remunerated)

(February 2009)

Your field of study is in fine arts, museology, information technology, public relations or finance? The internship program of the National Gallery of Canada (NGC) could be of interest to you. In place since 1988 and coordinated by the Human Resources Department, the program offers opportunities to Canadian and international students each year. The program has already had a number of graduate and undergraduate student participants from a variety of academic institutions across Canada and abroad.

Interns are given a once-in-a-lifetime opportunity to acquire valuable work experience in a museum environment under the direction of specialists in the fine arts, museology, art education, communications, and others. Duties and content are chosen to suit the intern's academic background, interests, career plans and to fit with the projects underway at the Gallery at the time. Interns may work in the official language of their choice.

Overview

As an intern, you will work under the supervision of a National Gallery of Canada staff member who specializes in your field of interest. You will be introduced to the daily activities of the section and be responsible for a specific project.

You will also have the opportunity to visit the Gallery's permanent collection, temporary exhibitions, and behind-the-scenes activities with your supervisor. This visit will allow you to familiarize yourself with many aspects of museum work: acquisition, storage, conception and technical organization of exhibitions, interpretation and education, restoration and conservation, research, publishing, and communications.

The internship is non-remunerated and the intern is responsible for their own living costs (housing, meals, travelling costs, etc.). Also, some academic institutions and government organizations offer bursaries or other financial aid to interns. For detailed information, contact your college or university.

Duration

The internships vary in length and format, depending on the program of study of each candidate and the ongoing projects at the Gallery. It is essential to verify what are the requirements of your academic institution for the granting of credits.

Who is eligible?

You are eligible for the internship program if you are undertaking studies leading to a **diploma for which you need to complete an internship**. In this case, credits should be granted by your academic institution, once the internship is completed.

Benefits

As well as the work experience you acquire, an internship at the NGC offers you the chance to apply your knowledge, under the supervision of an expert, to an interesting project, directly related to your field of study. It allows you to familiarize yourself with the personnel, the daily operations and the extensive collections of the largest gallery in the country.

How to apply

Send your résumé along with a letter detailing:

- Your program of study internship requirements
- Duration, start and end date of the internship
- Gallery division of interest

**National Gallery of Canada
Internship Program
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P.O. Box 427, Station A
Ottawa, Ontario K1N 9N4
internship@gallery.ca
Fax: 613-990-2756**

Selection Procedure

All applications are carefully considered in the light of each student's academic record, aptitudes, and interests as well as the Gallery's current program and exhibitions schedule. The selection process may include an interview (by phone or in person).

Evaluation

At the end of your session, your supervisor at the Gallery will provide you and your college or university with an evaluation of your work. However, the ultimate decision as to what mark and credits will be allowed for the internship rests with the academic institution.

For more information, please send an email to internship@gallery.ca.

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