



Erie Art Museum

Be moved.

INTERNSHIP MANUAL

Welcome to the Erie Art Museum!

Mission Statement: *The mission of the Erie Art Museum is to maintain an institution of excellence dedicated to the promotion and advancement of the visual arts*

- *by developing and maintaining a quality art collection*
- *by encouraging art in all its forms*
- *by fostering lifelong art learning*
- *by building community among artists, art students and the public.*

Mailing Address:

411 State Street
Erie, PA 16501

Office: 814-459-5477

Fax: 814-452-1744

Museum Hours:

Tu-Th (11-5), Fri (11-9)
Sat (11-5) Su (1-5)

Frame Shop Hours:

Tu-F(9-5), Sa(11-5)

Administrative Office Hours:

M-F (9-5)

Staff:

John L. Vanco, Director and Curator
Amanda Steadman, Assistant Curator
Vance Lupher, Registrar
Carolyn Eller, Director of Marketing and Development
Andrea Krivak, Publications Coordinator
Kelly Armor, Director of Education and Folk Arts
Jude Shingle, Education Coordinator
Karen Dodson, Guest Services and Volunteer Coordinator
Susan Gray, Sandy Lopez, & Anthony Williams, Greeters
Sam Ansbro, Building and Event Operations
Ellen McQuown, Maintenance
Joseph Allen Popp, Frame Shop Manager
Eric Thayer, ClaySpace Coordinator

Internships

EXPECTATIONS: Interns are treated much like Museum Staff: You are expected to keep a regular schedule (and responsibly let Staff know of any absence or change of schedule), and juggle many projects at once. Interns are also expected to take initiative and volunteer for the projects that may benefit or interest them the most. When you need feedback on or are finished with an assignment, email it to your supervisor, don't wait to be asked for it. It is also important for interns to check in regularly with your supervisors, continually ask questions, and develop the priceless skill of cooperation in a group setting by working together! Interns must commit to 100 hours total and at least 10 hours per week, but are strongly encouraged

MEETING: Interns are welcome to attend weekly staff meetings held at 9:30am on Tuesdays. Museum Studies, Education, and Folk Arts interns are required to attend the weekly intern meeting at 9:30am on Wednesdays. (Graphic Design, Photography, and Communications interns are strongly encouraged to come to this meeting as well.) Come prepared with materials and ready to take notes.

SCHEDULES: All interns need to keep to a set schedule so everyone knows when to expect you. The schedule can change part way through the internship (if your summer job schedules changes, for example). You can schedule yourself any time during our business hours, M - F, 9am - 5pm. The only day we require summer interns to be here is on Wednesdays from 9:30 - 3pm to attend the weekly intern meeting at 9:30am and to assist with Mid-Day Art Break from noon - 3pm. Other than that, create a schedule that will work best for you. Interns are strongly advised to attend and assist with any evening and weekend programming. If you work an event, you may flex your schedule accordingly.

JOURNALS & RECORD KEEPING: As this is a learning experience, some interns are required to keep daily journals (Museum Studies, Museum/Art Education, and Folklore) while all are suggested to keep a record of projects and assignments they've worked on during the course of their internship. If you are using an EAM computer, keep **all** your documents in a folder with your name on it, not on the computer's desktop. At the end of the internship, make sure you leave your supervisor with digital copies of everything you have done. It is almost always best to give EAM staff your work digitally. If they want to print a copy, they can. For those who need to keep a journal the only requirement is that it be a basic list of what you worked on each day, you can also include observations, thoughts, and analysis. The journal also should include a (200 – 500 word) summary of your overall experience at the end of your journal.

WORKSTATIONS: If you have your own laptop, bring it, you can port up to the network and use the museum's printers. There are computers available for interns to use but they need to be shared. Ideally every intern has a dedicated work station, but some interns may need to work in different spaces different days.

INTELLECTUAL PROPERTY: Like the work done by EAM staff, all interns' work is considered the intellectual property of the Erie Art Museum.

DRESS CODE: Comfortable, business casual attire

CLASSES @ EAM: Staff and Interns are able to take most any Erie Art Museum Art Class for free! (Supplies are not included, and those taking clay classes need to pay something to cover clay and firing fees). Talk to Jude if you are interested.

Building Information:

ENTERING: The stairwell door at 10 East 5th Street is open during business hours. You can also enter via the public entrance when the Museum is open: Tuesday – Thursday 11am – 5pm, Friday 11am – 9pm, Saturday 11am – 5pm, and Sunday 1pm – 5pm.

KITCHEN: The break room, located on the second floor, is equipped with a refrigerator, microwave, and coffeemaker.

LUNCH: Interns, like staff, may take their lunch break whenever they choose. (Interns are encouraged to take a lunch break if they are working more than four hours.) Packed lunches may be stored in the refrigerator. Downtown Erie is also home to a number of eateries: Starbucks, Subway, Happy Garden Chinese, McDonald's etc.

RESTROOMS: The main public restroom is located on the first floor. Restrooms are also located on the 2nd and 3rd floor, and the Customs House ground level,

RECYCLING: The EAM is very serious about recycling and composting. Dispose of your trash mindfully. Paper, glass, cans and plastic are recycled. Food, coffee grounds, tea bags, dirty napkins, paper plates, pizza boxes, are all composted. Aluminum foil, foil or plastic food wrappers, broken glass, anything with excessive adhesive or tape on it, and bubble wrap are trash.

NO SMOKING: The Museum campus is smoke free, including the courtyards. If you need to smoke, walk at least 50 feet away.

CLAYSPACE: The Museum also rents a large studio on the third floor of the Art Works building at 1505 State St.. ClaySpace offers ceramics classes for all ages and ability levels. It is unique to the area as the building also offers independent ceramic arts studios with access to wheels, a slab roller, clay mixer and pay-as-you-go firing fees.

PARKING:

Interns may utilize free parking lots along the Bayfront Highway by the Intermodal Transportation Center (just east of the Blasco Library). Free public shuttle is available at these locations: (EMTA FREE Bayliner Trolley Service www.emtaerie.com for service schedule)

Bayfront Park & Ride at Liberty Park: M–F, 7am – 5pm service every 25 min.

Intermodal Transportation Center: M–F, 6:15am – 11pm, every 9 min.

You can park in the Erie Insurance lot at 5th and French after 5pm and on weekends. There is also free, unmetered parking available west of Peach Street and East of Holland Street, a 4-5 block walk. The metered parking on 5th Street goes for 12 hours, meters on State and French go for 2 hours.

TOURS

WEDNESDAYS @ EAM: Wednesdays are free admission days at the Museum. During the summer, the Museum hosts a weekly noon concert series called Mid-Day Art Break. During the concert, two free tours of the exhibits are available to the public. Interns generally are responsible for giving tours at these times.

VTS: Visual Thinking Strategies is a pedagogy that uses art to teach thinking, communication skills, and visual literacy to those on a tour. The curriculum works best if you follow basic, logical, tested rules, even if they seem a bit restrictive at first:

- Ask the questions provided to initiate an active process of discovery and probing on the part of the students (members of tour): “*What’s going on in this image/picture?*”
- Listen carefully to and acknowledge every answer by looking with the students at the image, pointing to those details mentioned, and paraphrasing what the students say.
- If the speaker does not give concrete evidence (“the painting is depressing”, “the person looks happy”) ask: “*What do you see that makes you say that?*”
- Facilitate the discussion as it progresses, linking various converging and diverging opinions and helping students synthesize a variety of viewpoints.
- Encourage further inquiry, keeping the process open-ended and asking students to stretch and search for information beyond what they know: “*What more can we find?*”

For more information on VTS, refer to the VTS packet, “Understanding the Basics” and “Basic VTS at a Glance” by Visual Understanding in Education (2001)

Some Do’s and Don’ts

- DO take a lunch break, and get to know the other interns and staff.
- DO ask questions, and get over any fear of ‘bothering’ the staff. We have all been new and know that your questions are important!
- DO take time to explore the exhibits on your own and familiarize yourself with the art.
- DO invite family and friends to come to the Museum for a visit. You can bring them in at no charge and give them your own personalized tour!
- DO put stamps on outgoing mail, ask a staff person where they are kept. The non-profit postage paid message on EAM postcards and envelopes is for bulk mail only, put a stamp over that if you mailing anything.
- DO keep alert! If a bathroom needs supplies or there is a spill, let someone know right away. If there is trash on the gallery floor, pick it up. If you notice suspicious activity of any kind (rambunctious children, inebriated visitors, etc.) listen to your gut and alert a full-time staff member, even if you aren’t sure there is trouble. DON’T answer the phone unless you’ve had specific training.
- DON’T be oblivious or unpolite around guests, no matter how rude they may be to you. The EAM considers interns staff, not volunteers. Remember that when you deal with the public in any way (over the phone or face-to-face) you represent the Museum. Be kind and courteous to everyone. If you find yourself dealing with an unhappy or abrasive person, tell them you’d like them to speak with your supervisor and find any full-time staff member.
- The Museum serves wine and beer during receptions, parties and fundraisers. DON’T drink alcohol unless you are 21 or over. If you are of drinking age, don’t drink while you are in an official capacity, i.e. stationed at the front desk, giving a tour, taking tickets, etc., and don’t get

intoxicated at all.