

Turn an Internship into a Job

1. Strategize for internships leading to employment

a. **Research opportunities:** read, look, ask, visit, listen

i. Campus resources: professors, intern departments, career centers

ii. Read Museum-L and AAM professional standing committees' listservs.

iii. Who is ...starting a new initiative? ...receiving a large grant? ...building a new wing, center, or expanding?

b. **Join organizations:** national, regional, local

c. **Attend conferences.** Get involved in organizing them with people you want to network/work with. Be seen, get noticed doing outstanding work.

2. **Shop** around. Be a good consumer of your own internship, keep your standards high, and be picky.

3. **Determine outcome probability** – The million dollar interview question--or better yet--for *earlier* research: “*How many employed here now, were former interns?*” & “*Where?*”

4. **Select** the right internship for you. Ensure good fit. It will be easy.

5. **Structure internship** for an employment outcome

a. The agreement

- i. Clearly define position like a job description in writing
- ii. Get a job title.
- iii. Outline expectations
 1. During internship: your time, communications, quality, policies
 2. *After* internship: outcomes of job offers, letters of support
- iv. Special Project – where can you shine? Think portfolio or publication outcomes.

6. **Identify opportunities** (and people) to impress (with your extra time, effort, talent) and network with. Ask if you can be involved as new opportunities arise during the course of the internship. Go beyond the call and clock. (Examples: NY press junket, greenway signage/branding, publishing, website, designing collateral materials)

7. **Follow-up** after the internship

a. If staying – Congratulations, you landed the job!

- i. Don't disappoint. Continue the excellence, and don't be obnoxious!
- ii. Consider mentoring new interns while it's fresh for you.

b. If moving on

- i. Ensure powerfully written, meaningful recommendations. Draft description & self-evaluation.

- ii. Establish contacts as career mentors and life-long professional allies (Example: IN State Museum's curator of furnishings to Lilly House to IMA contemporary dept.)

Resources

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

<http://aam-us.org/aviso/index.cfm>

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

<http://www.aam-us.org/>

http://www.interpnet.com/resources_interp/greenpages/writing.shtml