

## **TD Bank Financial Group Internships 2007**

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  
Museum Collections Management  
Art Librarianship and Archive Practice

### **Areas of Study**

#### **■ TD Bank Financial Group Internship in Art Museum Education**

##### Educational Requirements

Open to college and university students who have an interest in innovative pedagogical approaches in art museum education.

##### Study and Training Opportunities

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

The internships will be tailored to the particular needs of the student. Duties and content will be chosen to suit the intern's academic background, interests, and career plans, and to coincide with Gallery projects.

Together, the Gallery, the student, and the academic institution will determine the specific objectives for the internship.

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

#### **■ TD Bank Financial Group Internship in Museum Collections Management**

##### Educational Requirements

Open to second-year university and college students in art history, museum studies, visual arts, or museum technology, or to students who have completed the first year of an accelerated museum technology program.

## Study and Training Opportunities

The Canadian Museum of Contemporary Photography, an affiliate museum of the National Gallery of Canada, has custody of approximately 140,000 negatives and transparencies that once formed part of the collection of the Still Photographs Division of the National Film Board of Canada. The Internship will contribute to an initiative – currently launched in FileMakerPro – to fully document this collection in the Gallery’s collection management system, Mimsy XG, in order to provide public access to this invaluable Canadian heritage resource.

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

#### Educational Requirements

Candidates must have an undergraduate degree in the history of art 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

Project submissions will be considered in collections development (bibliography, acquisitions, appraisal), collections management (cataloguing, indexing, electronic resources development), reader services, and archives arrangement and description. All projects must address the principles and practice of art librarianship or archives management, and must reflect the collection and program strengths of the Library and Archives of the National Gallery.

Candidates may elect for a general overview of the activities of the Library and Archives, in which case the twelve week internship will schedule introductions to all aspects of the programs in collections development, collections management, reader services, and archives management.

### **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 three 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.

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.

## **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 2007 through 30 April 2008.

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.

## **Applications**

Applications must include the following:

A proposal for a specific project to be undertaken by the candidate in one of the three Areas of Study, under the supervision of National Gallery staff. The candidate should state the relationship of the project to his/her course of study, career aspirations, and professional development;

The proposed dates of the internship;

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

Three 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.

## **Assessment**

Applications will be reviewed by an internal committee representing the three Areas of Study and the National Gallery Human Resources department.

In those cases where a project proposal is submitted by the candidate, it will be judged on its intrinsic merit and the ability of National Gallery resources to support the requirements of the project. Consideration will be given to the relationship of the project to the candidate's professional development, the candidate's academic standing, and the strength of the letters of recommendation.

## **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.

## **Deadline**

Applications and letters of recommendation must be postmarked no later than **28 February 2007**, 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,  
T 613.990-0431, F 613.990.2756, internships@gallery.ca.

Applications will be reviewed during the month of March 2007.

Notification of applicants will take place shortly thereafter.