

ART C. HART

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Objective: To obtain an internship in the field of Museum Administration.

Highlights of Qualifications

- A passion for and interest in the arts, and an ambition to provide the public with opportunities for artistic learning and growth
- Total of 12 months of valuable intern work contributing to the operations and management of reputable Midwestern museums and their programs
- Proven commitment, dedication, leadership and quality work in the field of Arts Administration

Education

St. Olaf College, Northfield, MN Graduation: May 2009

- Major: Art History; Concentrations: Management Studies & Women's Studies
- Grade Point Average: 3.29

Off Campus Study

Italian Art in Context; Florence, Italy January 2008

Associated Colleges of the Midwest, Urban Studies Program, Chicago, IL Fall 2007

Relevant Experience

Education Intern, Museum of Contemporary Art, Chicago, IL September-December 2007

- Assisted in the research, development, and implementation of new training for adjunct lecturers on the MCA's collection of Asian art
- Developed, improved, and updated the MCA's Elderhostel Program with new and revised curriculum
- Assisted in daily operations and management of Adult and Senior Programs Divisions, including Elderhostel, "Art Inspirations," "Flash Art," and "Life Art."

Education Intern, Metropolitan Museum of Art, New York City, NY July-August 2007

- Developed proposal and organized the completion of a new Art Cart for the museum's ancient Greek and Roman galleries; completed this project through close teamwork with another intern
- Updated and maintained "Art Heart" and "Art Expose" programs through review of existing program material and development of new resources. Included extensive historical and copy right research
- Applied working knowledge of art history to current museum issues

Museum Operations Intern, The Chicago Children's Museum, Chicago, IL June 2007

- Worked under the supervision of the Visitor Services Department
- Researched and compiled a report on the museum's accessibility for visitors with disabilities
- Developed a staff training workshop on disability etiquette
- Contributed to the completion of an assessment of visitor surveys
- Broadened understanding of museum management

Administrative Aid /Creative Arts Facilitator, The Chicago Children' Museum, Chicago, IL June-August 2006

- Conducted phone interviews and screened references of volunteer applicants
- Completed data entry, systematized volunteer files, wrote and edited letters and documents
- Operated the main multi-line telephone by answering questions of museum visitors and by transferring calls to individual employees or departments
- Supervised creative arts center where children and their families explore through imagination and sensory learning