## Arts and Museum

<table>
<thead>
<tr>
<th>Organization</th>
<th>Type of Internship</th>
<th>City</th>
<th>State</th>
<th>Position Title</th>
<th>Major(s)/Minors(s)</th>
<th>Class year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston Shakespeare Project</td>
<td>Writing, Research</td>
<td>Boston</td>
<td>MA</td>
<td>Administrative Intern/Research Assistant</td>
<td>Drama, English</td>
<td>2016</td>
</tr>
<tr>
<td>Chicago Youth Shakespeare</td>
<td>Social Media, Writing, Event Planning</td>
<td>Chicago</td>
<td>IL</td>
<td>Communications and Production Management Intern</td>
<td>Drama, Mass Communications and Media Studies</td>
<td>2017</td>
</tr>
<tr>
<td>Commonwealth Shakespeare Company</td>
<td>Event Planning and Setup</td>
<td>Boston</td>
<td>MA</td>
<td>Production Assistant</td>
<td>Drama</td>
<td>2017</td>
</tr>
<tr>
<td>Conan Show</td>
<td>Event Planning, Administrative</td>
<td>Burbank</td>
<td>CA</td>
<td>General Production Intern</td>
<td>Spanish</td>
<td>2016</td>
</tr>
<tr>
<td>Institute of Contemporary Art</td>
<td>Administrative Tasks</td>
<td>Boston</td>
<td>MA</td>
<td>Curatorial Intern</td>
<td>Art History, Women’s, Gender and Sexuality Studies</td>
<td>2016</td>
</tr>
<tr>
<td>Interloper Films</td>
<td>Film Production</td>
<td>Pasadena</td>
<td>CA</td>
<td>Production Intern</td>
<td>Clinical Psychology</td>
<td>2017</td>
</tr>
<tr>
<td>Northlight Theatre</td>
<td>Research and Writing</td>
<td>Skokie</td>
<td>IL</td>
<td>Dramatury/Lit. Management Intern</td>
<td>Drama</td>
<td>2016</td>
</tr>
<tr>
<td>The Smithsonian Office of Facilities Management and Reliability (OMFR)</td>
<td>Writing and Editing</td>
<td>Washington</td>
<td>DC</td>
<td>Strategic Writing and Editing Intern</td>
<td>International Relations, Community Health</td>
<td>2017</td>
</tr>
<tr>
<td>Solomon R. Guggenheim Museum</td>
<td>Writing, Research, Data Analysis</td>
<td>New York</td>
<td>NY</td>
<td>Institutional Development Intern</td>
<td>Art History, Political Science</td>
<td>2017</td>
</tr>
</tbody>
</table>
Boston Shakespeare Project | www.bostonshakespeareproject.org

- Evelyn Reidy (Drama, English, 2016)
- Administrative Intern/Research Assistant
- Part-time, 16 hours per week
- Paid

What do you do as an intern at this organization?
The Boston Shakespeare Project provides free Shakespeare performances and lessons to Boston-area schools, with a particular focus on schools in need of Arts programming. As an intern at BSP, I gathered information on the Boston Public Schools and surrounding suburbs' public school systems, including contact information and demographic research. I also wrote several research reports on the benefits of arts education with a special focus on low-SES students.

How did you find your internship?
During the spring semester of my Junior year, I was lucky enough to perform with a group of Tufts students affiliated with the Boston Shakespeare Project. We adapted and performed Shakespeare’s Midsummer Night’s Dream and Romeo & Juliet for more than 1,000 students. I reached out to the Director of BSP (who has her Masters in English from Tufts) about the possibility of a summer internship, and she took me on right away!

What do you enjoy most about your internship?
While doing research on arts education and its academic and emotional benefits for students, I learned so much about how theatre helps students learn and become more engaged at school. Being an English/Drama double major, it was incredibly validating for me to know about how much my passions can help students, especially at-risk students, succeed in school and beyond.

What do you find challenging?
At my past internships, I worked with large teams of people. Boston Shakespeare Project is a relatively new non-profit, so it was just my boss and I in the office doing all the work. It was different to adjust to that kind of one-on-one work environment, but by the end I ended up enjoying it!

What advice would you offer to someone who wants to make the most of an internship like yours?
Reach out to the connections you make at Tufts! There's nothing wrong with writing a polite email to a professor, supervisor, or boss that says "I've really enjoyed working with you; do you have any opportunities for this summer?" Most of the time, if they don't have an opportunity, they might point you in the way of someone who does!

About the Organization
Boston Shakespeare Project
Boston, MA

Boston Shakespeare Project provides arts and humanities enrichment programs for children and young adults in Greater Boston’s schools. We strive to promote a spirit of community and collaboration between our local schools and centers of higher education. Our programs are designed to enrich a standards-based curriculum for reading and language arts; strengthen critical thinking and writing skills; inspire creativity and build confidence; nurture an appreciation for the arts and humanities; and organize and sponsor educational theatre events.
Chicago Youth Shakespeare | www.chicagoyouthshakespeare.org

- Maya Blackstone (Drama, Mass Communications and Media Studies, 2017)
- Communications and Production Management Intern
- Full-time, 40 hours per week
- Unpaid but receiving Career Center Internship Grant

**What do you do as an intern at this organization?**
I create new social media content for Chicago Youth Shakespeare's many social media accounts including Facebook, Twitter, and Instagram. I also work on finding grants for the program to apply for, and I am a correspondent between parents and the program. Finally, I help coordinate programs for the students and write original content for the website.

**How did you find your internship?**
I found my internship through a website called InternMatch.com. It’s a helpful resource that filters internships by geographical area, type, and areas of interest.

**What do you enjoy most about your internship?**
I enjoy when I get to work with the students who are doing the program. They come from all walks of life, and I enjoy getting to know them and learning about their lives, which are so different from my own.

**What do you find challenging?**
I find it most challenging to communicate effectively with my boss. She gives me quite a lot of responsibility, which is great, but sometimes it can backfire when she doesn’t like the work I do. It is very frustrating to start over on pieces of work that she doesn't like, but ultimately I have to because she is my boss.

**What advice would you offer to someone who wants to make the most of an internship like yours?**
One must be interested and invested in theater before they take this internship. I think it helped that I have a performance background because it gave me better insight into why the students were performing certain exercises. I would also say that it's important to directly communicate with the director of the internship when applying, because there were many different deadlines. For this position, there was a written application due before March 1 and two phone interviews after March 1.

**About the Organization**
Chicago Youth Shakespeare
Chicago, IL

The Chicago Youth Shakespeare Ensemble (CYSE) is a performing Shakespeare company of high school actors. The mission of the CYSE program is to build a community among young people across demographic boundaries through their work as an artistic ensemble. CYSE students explore various acting techniques and methods for “unpacking” and personalizing the text as they rehearse a Shakespeare play for performance. In addition to performances at theaters and cultural arts venues throughout the Chicago area, CYSE students participate in outreach presentations for students and seniors, including special onsite presentations at CPS high schools during the school year and free Shakespeare-in-the-park shows in the summer.
Commonwealth Shakespeare Company | commshakes.org

- Micaela Slotin (Drama, 2017)
- Production Assistant
- Full-time, 40 hours per week
- Paid

What do you do as an intern at this organization?
I assisted with load-in and strike of CSC's summer production of King Lear on the Common and acted as run crew for 6 performances a week. Daily tasks included pre-show setup, post-show cleanup, and work with specialized props (fake blood/weapons).

How did you find your internship?
Referral from Jo Williams, Drama Department Production Manager

What do you enjoy most about your internship?
I enjoyed working with equity theatre professionals on a large-scale production that reaches an audience of around 50,000 people over the course of a three-week run.

What do you find challenging?
It was a lot of physical labor and heavy lifting, in addition to the unpredictability of working outside, rain or shine.

What advice would you offer to someone who wants to make the most of an internship like yours?
Summer theatre internships start taking applications in January; start early and utilize every connection you have. Theatre is 20% what you know and 80% who you know.

About the Organization
Commonwealth Shakespeare Company
Boston, MA

Commonwealth Shakespeare Company, best known for its annual free performances on Boston Common, is a non-profit organization founded in 1996 and dedicated to bringing the works of William Shakespeare in vital and contemporary productions to the people of Boston and to exploring Shakespeare's works with Greater Boston's youth in innovative and creative ways. In addition to the annual Boston Common productions, CSC presents several free play-reading events during the year: Theatre in the Rough, Shakespeare & Law as well as Shakespeare & Leadership. CSC fulfills its educational mission with actor-training programs for pre-professional actors with its Summer Academy. Throughout the year, CSC partners with area high schools and Boys & Girls Clubs to provide in and after-school theater activities to inner-city youth. Recent productions include Twelfth Night, The Two Gentlemen of Verona, Coriolanus, All's Well That Ends Well (2012 Elliot Norton Award-winner for Best Production, Large Theater), Othello and The Comedy of Errors. CSC is the Resident Theatre of Babson College.
Ivan Nunez (Spanish, 2016)  
General Production Intern  
Full-time, 36 hours per week  
Unpaid but receiving Career Center Internship Grant

What do you do as an intern at this organization?
I was in charge of doing the things that needed to be done on a daily basis, as well as some exclusive things like getting to sit in during rehearsals, scout locations, and small individual projects assigned by staff members.

How did you find your internship?
It was through a mentor referral.

What do you enjoy most about your internship?
Just getting to see how a TV show works and all the different components that go into making a show. I also enjoyed the nature of it; everyone was in a good mood, and overall, it was a fun environment to be in.

What do you find challenging?
On slow days, it was hard to stay focused and busy as our work was dictated by the amount of stuff that needed to get done that day.

What advice would you offer to someone who wants to make the most of an internship like yours?
Get to know as many people as you can. Try and expose yourself to many different staff members. There are so many different positions, such as editors, writers, producers, etc.

About the Organization
CONAN Show  
Burbank, California

My organization is a late night television show. The main purpose of it is to bring laughter and comedy to late night.
Institute of Contemporary Art, Boston | www.icaboston.org

- Casey Betts (Art History, Women’s, Gender, and Sexuality Studies, 2016)
- Curatorial Intern
- Part-time, 14 hours per week
- Unpaid

What do you do as an intern at this organization?
I assist the curatorial department at the ICA and work closely with the curatorial assistants. My tasks are mostly administrative, such as compiling exhibition history of artists and aiding in correspondences with museum donors, other museums and art historical institutions, and individuals/institutions that loan artworks to the museum. I also work with the museum's permanent collection.

How did you find your internship?
ICA / Boston website

What do you enjoy most about your internship?
As someone interested in museum work, it is good for me to see how a curatorial department functions and the day-to-day tasks involved in organizing an exhibition and maintaining a contemporary art collection.

What do you find challenging?
It can be difficult to get attention from everyone in the department, especially more seasoned curators, because they are incredibly busy. I force myself to ask questions when I am curious about anything rather than waiting for something to be explained at random, because that is the best way for me to learn.

What advice would you offer to someone who wants to make the most of an internship like yours?
As I said, ask questions! Although it may feel like you are inconveniencing someone, it actually shows initiative and interest when you inquire about something you or someone else is working on at the museum.

About the Organization
Institute of Contemporary Art / Boston
Boston, MA

The Institute of Contemporary Art strives to share the pleasures of reflection, inspiration, provocation, and imagination that contemporary art offers through public access to art, artists, and the creative process. The primary activities of the ICA are threefold: To present outstanding contemporary art in all media, including visual art exhibitions, music, film, video and performance, that is deserving of public attention and has not been presented in depth to Boston audiences; to provide innovative experiential learning opportunities for people of all ages through direct encounters with artists and art making; and to design interpretative programs that provide context, develop appreciation, and add meaning to contemporary art and culture.
Interloper Films | www.interloperfilms.com

- Anastasia Antonova (Clinical Psychology, Film and Media Studies, 2017)
- Production Intern
- Part-time, 30 hours per week
- Unpaid

What do you do as an intern at this organization?
I helped with the pre-production of future films of two-time Sundance Grand Jury Prize director Ondi Timoner. I worked directly with Ms. Timoner and her executive producers.

How did you find your internship?
Through a career fair I found through the Tufts Career Center.

What do you enjoy most about your internship?
I loved the intimacy of a small company. I was able to work directly with the people most responsible for making the films—including the director herself! It was rewarding because of the relationships I made.

What do you find challenging?
It is important to strike a balance between initiative and humility in the film industry. I found that there are times to speak up and voice my opinion, but other times when I let the creativity come from the people I am helping.

What advice would you offer to someone who wants to make the most of an internship like yours?
If you want to work in the film industry, find a small company you vibe well with. I was lucky with Interloper because I ended up making close friendships with people who have connected me to the worldwide film industry (in Chile!!).

About the Organization
Interloper Films
Pasadena, CA

Interloper Films is an international award-winning full-service production company that develops and produces original feature length documentaries and cutting-edge web series. Its founder and CEA (Chief Executive Artist), Ondi Timoner has the rare distinction of winning the Grand Jury Prize at the Sundance Film Festival twice. Her 2004 doc, DIG!, explores the collision of art & commerce through the star-crossed rivalry of the Dandy Warhols and the Brian Jonestown Massacre, while her 2009 top prize-winner, WE LIVE IN PUBLIC, examines how willingly we will trade our privacy in the virtual age through the social experiments of Internet visionary, Josh Harris. Her other features include The Nature of the Beast (1994), Join Us (2007), COOL IT (2010), and Brand: A Second Coming (2015).
Northlight Theatre | www.northlight.org

- Jacob Hoover (Drama, 2016)
- Dramaturgy/ Lit. Management Intern
- Part-time, 30 hours per week
- Unpaid but receiving Career Center Internship Grant

What do you do as an intern at this organization?
As a Dramaturgy intern, I aid in researching and compiling background information for actors and directors to use during the production of Northlight's season.

How did you find your internship?
I was referred to Northlight by Dr. Heather Nathans of the Department of Drama and Dance.

What do you enjoy most about your internship?
It is a thrill to be so intimately involved with Northlight's staff and productions. The environment at the theatre is inclusive, and the plays being produced here are both engaging and entertaining. To be a part at all is an honor; to be so important is a thrill.

What do you find challenging?
It took a little while get accustomed to both Northlight and the theatre industry at large, but I got into the rhythm eventually and became incredibly comfortable with the staff.

What advice would you offer to someone who wants to make the most of an internship like yours?
If you want to intern at a theatre, read their mission statement and look at their previous seasons to make sure you agree with their artistic ethos. It makes a huge difference if you enjoy the plays you're working on.

About the Organization
Northlight Theatre
Skokie, IL

Northlight Theatre aspires to promote change of perspective and encourage compassion by exploring the depth of our humanity across a bold spectrum of theatrical experiences, reflecting our community to the world and the world to our community.
The Smithsonian Office of Facilities Management and Reliability (OMFR) | http://facilities.si.edu

- Sarah Hamad (International Relations, Community Health, 2017)
- Strategic Writing and Editing Intern
- Full-time, 40 hours per week
- Paid

What do you do as an intern at this organization?
I wrote six articles and a children's book called *Potato the Pig Visits the Museum*, which another intern, Yenny Martin, illustrated. The book will educate field trip groups of children ages 3-6 on how to behave in a museum. The articles focus on recent activities that OMFR staff have completed.

How did you find your internship?
Liberal Arts Career Network. I encourage everybody to apply to this internship, as my former supervisors are specifically seeking Tufts students!

What do you enjoy most about your internship?
My supervisors! They were amazing. They encouraged us to network, explore the Smithsonian during the work day, and hold ambitious goals.

What do you find challenging?
Writer's block -- knowing when to abandon a topic and begin pursuing a new one.

What advice would you offer to someone who wants to make the most of an internship like yours?
Take initiative. Never wait for your supervisor to hand you your next project. Also, take full advantage of opportunities to network and participate in behind-the-scenes tours.

About the Organization
The Smithsonian Office of Facilities Management and Reliability (OMFR)
Washington, DC

The Office of Facilities Management and Reliability (OFMR) operates and maintains the facilities of the Smithsonian Institution in Washington, D.C., which attract over thirty million visitors each year. This office includes eight Zones, Systems Engineering, Support Services, Business Operations, Safety, and Organizational Development. OFMR works behind the scenes, ensuring the maintenance and operations work is performed to the highest standards. We are a unique facility team in that we are an almost completely in-house organization, which allows us to be considered Smithsonian facility experts. The OFMR’s dedication and commitment to the Smithsonian Institution helps us remain the world leader in museum facilities management.
Emily Gruzdowich (Art History, Political Science, 2017)
Institutional Development Intern
Full-time, 35-40 hours per week
Unpaid but receiving Career Center Internship Grant and $500 stipend provided by the Museum

What do you do as an intern at this organization?
As an intern in Institutional Development, I perform prospect research, draft letters of interest, grant reports and applications, compile relevant statistics, interface with other museum departments to collect relevant information, and staff Museum events.

How did you find your internship?
After conducting a series of informational interviews with arts professionals, I decided to apply for museum-based internships in New York. Individually, I conducted copious amounts of preliminary research to tailor my cover letters to each organization.

What do you enjoy most about your internship?
I appreciate the diversity of my daily tasks and the collaborative environment in which I work. By interfacing with various museum departments, I gain invaluable exposure to the workings of the museum and the professionals that staff it.

What do you find challenging?
The freeform nature of my internship proves challenging at times. I regularly reprioritize my schedule to complete urgent tasks and often encounter delays when gathering information from multiple departments. Communication with my supervisor is vital to completing tasks in a timely manner.

What advice would you offer to someone who wants to make the most of an internship like yours?
Be proactive. Actively work to acquire a diverse and marketable skillset and leverage your connections when possible. Museum internships are in high demand, which causes undergraduates to compete with graduate students for unpaid positions. The Guggenheim’s deadline is in late January.

About the Organization
Solomon R. Guggenheim Museum
New York, NY

Committed to innovation, the Solomon R. Guggenheim Foundation collects, preserves, and interprets modern and contemporary art, and explores ideas across cultures through dynamic curatorial and educational initiatives and collaborations. With its constellation of architecturally and culturally distinct museums, exhibitions, publications, and digital platforms, the foundation engages both local and global audiences. Looking to the future, the Guggenheim Foundation continues to forge international collaborations that take contemporary art, architecture, and design beyond the walls of the museum.