



Museum Fellowship Program

PROGRAM TIMELINE

Final Application Deadline	August 28, 2019, 5 pm
Candidate Interviews	September 2-6
Candidates Informed of Status	September 15
Proposed Start Date	October 1, 2019

PROGRAM DESCRIPTION

The Dubuque Museum of Art (DuMA) is piloting a Museum Fellowship Program in 2019-20. The goal of the program is to help develop and retain Dubuque's creative workforce by exposing recent graduates to formal as well as informal learning opportunities and career pathways in the arts and museums fields. The program is made possible by a Special Project Grant from the City of Dubuque.

Working with community partners, the DuMA will provide paid work and professional development opportunities in the museums field for up to two (2) Fellows in the following areas of museum practice:

Education Fellow

- Assist with family, youth and adult education programs, including assisting with or teaching art classes, camps and workshops;
- Learn about educational programming and interpretative techniques in museums

Exhibitions & Collections Fellow

- Receive training to care for and handle objects in our collections and special exhibits;
- Meet visiting artists and curators;
- Learn communication, planning, budgeting, and teaching skills.
- Receive enrollment in an 8-week online course in collections management, offered through the American Association for State and Local History (AASLH)

In addition, all Fellows will:

- Acquire valuable on-the-job training, learning opportunities, and networking specific to both the nonprofit arts sector and the business side of the arts;
- Be assigned to a mentor from the Museum's Board of Trustees and guided as to how they can apply their new skills after completing the program.
- Have the opportunity to enroll in at least one (1) related class through the Northeast Iowa Community College's Business and Community Solutions Dept.

Interested fellows may also be eligible for subsidized studio space and access to tools and equipment at the Key City Creative Center (subject to approval by the KCCC).



DUBUQUE
museum
OF art



Smithsonian Affiliate

ELIGIBILITY AND PROGRAM REQUIREMENTS

Eligible applicants will have completed their post-secondary education from either a two or four-year college in Dubuque and still be within the first five (5) years of their graduation date.

WORK SCHEDULE

Fellows will be expected to work an average of 10 hours per week, or a total of approximately 300 hours, over a six to eight month period. A flexible work schedule can be arranged to accommodate other employment or work commitments. Exact schedules will be determined prior to the start of the program.

HOURLY WAGE

Fellows will be considered part-time museum employees and paid an hourly wage on a bi-weekly basis.

EVALUATIONS

Fellows will be expected to meet regularly with their assigned supervisor(s) and business mentors to define, review, and evaluate project and personal goals. Fellows will be required to complete a mid-point evaluation with Museum staff, as well as a final evaluation survey to assess their performance in the program and fulfillment of project and personal goals.

APPLICATION REQUIREMENTS

The DuMA encourages candidates from diverse backgrounds to apply. Complete applications will include:

- A Statement of Interest (no more than 500 words) describing your background and/or interest in the arts and museums fields, as well as your personal and professional goals.
- Resume
- At least 2 references

Application materials may be sent to info@dbgart.org. The final date to apply is **August 28, 2019**. Late applications will not be considered.

The Dubuque Museum of Art is an equal opportunity employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.