

## Adult Applicant Background check

As part of regular procedure and in accordance with American Alliance of Museums' recommendation, Bergstrom-Mahler Museum of Glass conducts background checks on potential adult volunteers. In order to continue the application process, a signed authorization and consent for release of personal information form is required to be included with the application.

"The information I have provided on this application is true and complete. I hereby give Bergstrom-Mahler Museum, Inc. the right to investigate my background and release the museum, and all persons or corporations supplying such information, from liability. I understand that if any misrepresentation has been made by me, I may be disqualified for consideration or dismissed if discovered at a later date."

SIGNATURE

*Thank you for your interest in interning at Bergstrom-Mahler Museum of Glass. After reviewing your application, you will be contacted by a museum official regarding next steps in the process.*

## About Bergstrom-Mahler Museum of Glass

Opened in 1959 to house the largest collection of glass paperweights in the world, Bergstrom-Mahler Museum of Glass is a historic structure on the shores of Lake Winnebago that includes exhibition galleries, an active glass studio, classrooms, a study library, and a museum shop. With paperweights still a cornerstone, the art museum's permanent collection has expanded significantly to include important pieces in antique Germanic glass drinking vessels, Victorian art glass, and contemporary glass sculpture.

The Museum Shop at Bergstrom-Mahler Museum of Glass carries works of art by more than 150 artists worldwide who are at the top of their art form, along with an amazing array of unique and affordable art glass collectibles and gifts.

Accessible to all, Bergstrom-Mahler Museum of Glass provides extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all. Bergstrom-Mahler Museum of Glass is accredited by the American Alliance of Museums.

### Our Location

The Museum is located on the shores of Lake Winnebago at 165 North Park Avenue in Neenah, Wisconsin.

### Free Parking

There's a parking lot in front of the Museum with accessible spaces, as well as on-street parking.

### Admission Free, Always

The Museum is free and open to the public. Donations and memberships are encouraged.

### Hours

Tuesday, Wednesday, Friday, and Saturday  
10 a.m. until 4:30 p.m.; Thursday 10 a.m. until 8 p.m.; and Sunday 1 p.m. until 4:30 p.m.  
Closed Mondays and Holidays.



# Internships at YOUR Museum



Bergstrom-Mahler Museum of Glass  
165 North Park Avenue, Neenah, WI 54956  
920-751-4658 | [bmmglass.com](http://bmmglass.com) | [@bmmglass](https://twitter.com/bmmglass)

*We thank our seasonal sponsors, media sponsors, and local community foundations for their support.*



## *Internships at YOUR museum*

Bergstrom-Mahler Museum of Glass seeks interns who have an active interest in the visual arts and/or art history. Our internships provide valuable, hands-on experience working behind-the-scenes at an American Alliance of Museums accredited institution.

### **Communications**

Assist with creation and implementation of digital and print campaigns. Aid in documenting Museum events with video and still photography. Plan and implement posts to social media outlets. Experience with video editing, photo manipulation, illustration, and page layout software is required.

### **Glass Studio**

Assist in facilitating educational programming by checking supplies and preparing materials. Experience in an art studio and customer service is required.

### **Curatorial and Exhibitions**

Assist with the care, presentation and management of artworks on loan and in the museum's permanent collection. Duties include data entry, photography, condition reporting and cataloguing of gifts to the collection. This internship is intended for juniors and seniors in undergraduate art history or museum studies programs, or graduate students in museum studies.

### **Education & Outreach**

Assist with planning, curriculum development (based on K-12 DPI standards) and implementation of community outreach and creative programming. Lead museum tours for groups of all ages. Enhance events/programs through building collaborative relationships with other organizations. Coursework and experience in art education, as well as a creative mindset, is required.

### **Museum Shop**

Assist with e-commerce, inventory management, photography of merchandise for online sales and merchandizing display. Some business/retail courses and/or customer service experience is helpful.

## *Area(s) of Interest*

- Communications
- Glass Studio
- Curatorial & Exhibitions
- Education & Outreach
- Museum Shop

## *Availability*

- Year 'round
- Seasonal (months: \_\_\_\_\_ )

Please attach resumé to this brochure and return to:  
Bergstrom-Mahler Museum of Glass  
165 North Park Avenue  
Neenah, Wisconsin 54956

## *Your Information*

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NAME (FIRST, MIDDLE, LAST)

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ADDRESS

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CITY/STATE/ZIP

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TELEPHONE (HOME, CELL)

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EMAIL

### **Skills, Training, Experience**

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Do you need an internship for college credit  Yes  No

What interests you about interning at Bergstrom-Mahler Museum of Glass?

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