



Smithsonian Institution Archives

Intern Program Records, 1965-1985

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Collection Overview

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| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Intern Program Records |
| Identifier: | Accession 96-038 |
| Date: | 1965-1985 |
| Extent: | 2 cu. ft. (2 record storage boxes) |
| Creator:: | National Museum of American Art. Research and Scholars Center |
| Language: | English |

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 96-038, National Museum of American Art.
Research and Scholars Center, Intern Program Records

Descriptive Entry

This accession consists of records that document the development and early administration of the National Museum of American Art (NMAA) intern program. The records are primarily the files of Patricia H. Chieffo during her tenure as Chief of the Art Information Guide program (1968-1970), Chief of the Museum Assistant program (1971-1972), Chair of the Committee on Museum Training (1972-1974), Chair of Professional Training Programs (1975-1982), and Director of Intern Programs (1983-1985).

Most records date from the period 1968-1972 when the intern program was called the Art Information Guide Program (1968-1970), subsequently known as the Museum Assistant Program (1970-1972). Included to a lesser extent are records on the intern program after 1973. Materials include information regarding intern selection, orientation, training (through readings, lectures, and gallery visits), and intern job responsibilities at NMAA. Notable records include program quarterly reports (1968-1971), general correspondence (1968, 1970-1971), and art information queries and responses (1968-1970). Also included are small amounts of photographs, news clippings, program posters and brochures, and "museum assistant" lapel buttons. Some materials date to when the museum was known as the National Collection of Fine Arts.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:
Art museums

Internship programs
Museums -- Educational aspects

Types of Materials:

Black-and-white photographs
Brochures
Clippings
Manuscripts
Posters

Names:

Chieffo, Patricia H.
National Collection of Fine Arts (U.S.). Art Information Guide Program
National Collection of Fine Arts (U.S.). Committee on Museum Training
National Collection of Fine Arts (U.S.). Museum Assistant Program
National Museum of American Art (U.S.). Intern Training Programs

Container Listing

Box 1

| | |
|------------|--|
| Box 1 of 2 | Contemporary Info Requests A-Z, 1968-1970 |
| Box 1 of 2 | Letters - Accept/Regret |
| Box 1 of 2 | Information Guides - Info on Program (general), 1969 |
| Box 1 of 2 | Information for Guards (about guides) |
| Box 1 of 2 | Lectures and Speakers - Form Letters for Speakers, 1969-1971 |
| Box 1 of 2 | Library, Uses of |
| Box 1 of 2 | Mailing List, 1970 |
| Box 1 of 2 | Museum Training Courses - Universities, 1965 |
| Box 1 of 2 | Negro Colleges - Shows Sent to, 1969 |
| Box 1 of 2 | Orientation, 1968-1970 |
| Box 1 of 2 | Phil, of Education Department, 1970- |
| Box 1 of 2 | Reading List, 1970- |
| Box 1 of 2 | Restoration Workshop, 1970 |
| Box 1 of 2 | Special Events, 1971-1972 |
| Box 1 of 2 | Walking Seminars, 1970-1971 |
| Box 1 of 2 | Washington Area Galleries |
| Box 1 of 2 | Quarterly-Yearly Reports, 1968-1970 |
| Box 1 of 2 | Publicity, 1968-1971 |
| Box 1 of 2 | POWIG (Public Info Working Group) - Museum Information, 1969 |
| Box 1 of 2 | Print Terminology, 1971 |
| Box 1 of 2 | Furnishing Orders, 1973 |
| Box 1 of 2 | Letters to Local Museums, 1975 |
| Box 1 of 2 | Sculpture in the Lincoln Gallery |

Box 1 of 2 Docent Tour of Lincoln Hall, 1968
Box 1 of 2 Modern Art Outline, 1967
Box 1 of 2 Training Program, 1970-1971
Box 1 of 2 Guard Training and Art Information, 1970
Box 1 of 2 Architecture Tour
Box 1 of 2 Corrector's Fund & Correspondence, 1975-1985
Box 1 of 2 Certificates
Box 1 of 2 Memos & Letters, 1974-1984
Box 1 of 2 Articles-Job Search, 1980-1983
Box 1 of 2 Museum Assistants, 1972
Box 1 of 2 Art Information Guides Correspondence, January - March 1970
Box 1 of 2 Selection from Collection for Guards, 1972
Box 1 of 2 Guides - Rejected, 1970
Box 1 of 2 Professional Training Committee

Box 2

Box 2 of 2 Early American Info Requests A-Z, 1968-1970
Box 2 of 2 Accident Insurance for Interns, 1985
Box 2 of 2 Acquisitions (Recent), May 1985
Box 2 of 2 Romaine Brooks Certificates, Summer 1970
Box 2 of 2 Budget, 1968-1969
Box 2 of 2 Certification, 1969-1970
Box 2 of 2 Correspondence, 1968
Box 2 of 2 Correspondence, April - December 1970
Box 2 of 2 Discussion Topics, 1970
Box 2 of 2 Decent Program, 1970
Box 2 of 2 Educators Round Table Reports, 1969-1971

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| Box 2 of 2 | Correspondence, January - December 1971 |
| Box 2 of 2 | Gallery Furniture, 1970 |
| Box 2 of 2 | National Portrait Gallery Educational Material |
| Box 2 of 2 | Hall Attendant - Guide, Guards, Policies, 1968 |
| Box 2 of 2 | Summer-Pat Chieffo, 1977, 1983, 1984 |
| Box 2 of 2 | Collections Management Policy, 1983 |
| Box 2 of 2 | Memoranda, 1981-1984 |
| Box 2 of 2 | Statement of Administration, 1968 |
| Box 2 of 2 | Evaluations, 1972 |
| Box 2 of 2 | Information Requests - Furniture, Jewelry, Architecture, etc., 1968-1970 |
| Box 2 of 2 | NMAA Catalog |
| Box 2 of 2 | Museum Training, 1964-1972 |
| Box 2 of 2 | History of NCFA (National Collection of Fine Arts) and NPG (National Portrait Gallery) |
| Box 2 of 2 | Miscellaneous, 1972 |
| Box 2 of 2 | Miscellaneous, 1979 |
| Box 2 of 2 | Museum Related Articles |
| Box 2 of 2 | Employee Grievances Handbook & Training, 1980 |