

Advertising Internships with the Museums Association

The MA takes a positive view of internships and their value to the sector and to people wanting to gain relevant experience to help get them into employment. Each internship should provide the organisation with a short term resource to deliver meaningful work which is of value to the organisation and at the same time provide the intern with a satisfying learning experience.

We have designed the following checklist to ensure that all internships advertised with the MA are in line with best practice guidelines, being of benefit to both the host and the intern.

Before advertising your internship on our website, please read through and complete the check list below. The MA will only advertise internships that meet all six points.

All internships advertised with the MA must:

- ☐ Pay reasonable work-related expenses and give interns reasonable access to staff benefits (such as free tickets to exhibitions or events).
- ☐ Be planned and structured with a clear brief, specific job content and a named line manager or supervisor.
- ☐ Give a clear outline of what they are offering to interns, and what they expect from the intern.
- ☐ Offer an agreed training and development plan with the intern, setting out what learning opportunities will be offered.
- ☐ Ensure that potential interns are told whether there is a realistic chance of the internship leading on to employment.
- ☐ Be of a minimum of 8 weeks, and a maximum 12 months (if paid) and a maximum of 3 months (if unpaid)

Name: _____

Signature: _____

Checklist developed from:

- *Internships best practice standard and guidelines - Mayor of London and Renaissance London*
- *Internships in the arts; A guide for arts organisations - ACE & CCSkills*
- *NCVO Guidelines on Internships*