

## **RUBIN MUSEUM OF ART SPRING 2018 INTERNSHIP LISTING**

### **DIGITAL ENGAGEMENT INTERNSHIP**

Commitment: 2-3 days per week

Semesters: SPRING/SUMMER 2018

Description: The Digital Engagement Intern helps the Marketing and Communications team develop content for the Museum's social media channels and execute strategies to increase the Museum's effectiveness in the digital arena. The intern will play a role in monitoring the Museum's digital communities and work with other members of the Communications team to develop strategies to increase engagement. Interns will learn about institutional voice, communications strategies, digital engagement best practices, and the role of a communications department.

Tasks include: Monitoring social media networks; Drafting social media content; Researching social network trends and news; Gathering and reporting quantitative data on the Museum's social networks; Contributing ideas to marketing brainstorming; Some data entry.

Skills Required: Familiarity with major social media networks, including Facebook, Twitter, and Instagram; Internet research skills; Proficiency in Google apps and Microsoft Suite; Strong writing skills; Previous internships, work experience, or education in a related field strongly preferred.

### **EDUCATIONS: FAMILY EVENTS INTERNSHIP**

Commitment: 10-15 hours per week

Semester: SPRING / SUMMER 2018

Description: This intern will work in the Education Department and also work closely with the Special Events Department. The intern will work on our Museum Family Events including the Educator Open House, Losar New Year Celebration, the annual Block Party, and related events as needed. Duties include attending planning meetings, developing projects that tie into the themes, working within a budget, ordering supplies, marketing events and supervising volunteers.

### **DEVELOPMENT INTERNSHIP**

Commitment: 2-3 days per week (16-24 hours)

Semester: SPRING/SUMMER 2018

Description: The intern will work closely with the Development team and across the Museum to explore and cultivate institutional partners for the Rubin, including a range of foundation, corporation, government, educational, and other organizations and donors. Tasks will include identifying prospects, research, preparing materials for proposals and reports, participating in the Rubin's annual Summer Block Party and other special events, and other projects as assigned.

Qualifications: Mature undergraduate, recent graduate, or graduate student with an interest in arts administration. Must have excellent research and writing skills and be highly detail-oriented. Proficiency in Microsoft Word and Excel required.

### **To Apply:**

Please write a one-page cover letter which specifies (1) which internships you are applying for, (2) your relevant qualifications, (3) your interest in the Rubin Museum of Art, and (4) your availability (days/times). Please send separate emails with a cover letter and resume attached for each internship you are applying for.

Please list the internship you are applying for in the subject of your email.

Please attach both cover letter and resume as pdf files to your email, with both files containing a format as follows:

If the applicant is named John Smith their files should look like:

“SMITHJ\_coverletter.pdf” “SMITHJ\_resume.pdf”

Please email your resume and cover letter to:

Audrey Shea

Volunteer & Internship Coordinator

Rubin Museum of Art

volunteersandinterns@rmanyc