

RUBIN MUSEUM OF ART

## INTERNSHIPS

FALL 2018

### AVAILABLE INTERNSHIPS:

#### **APPRENTICE MUSEUM EDUCATOR**

**Commitment:** Approximately 20 hours/week – regular daytime office hours plus some nights and weekends for events

**Semesters:** Yearlong (September-September)

**Description:** The Apprentice Museum Educator (AME) program at the Rubin Museum of Art provides practical skills to university students interested in future careers in the arts, programming, or museum education. Participants develop an understanding of gallery teaching, facilitation of public programs, and museum administration. AMEs will focus on either School and Family Programs or Adult and Academic programs.

**Tasks Include:**

- Assisting with set-up, production, and house management of the museum's public programs, including concerts, movies, talks, performances and school and family workshops
- Administrative support of programs
- Leading tours and art workshops for adults and K-12 school groups
- Museums studies discussions and arts career advising

**Skills:** Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers.

**To Apply:** Send resume and letter of interest to: [volunteersandinterns@rubinmuseum.org](mailto:volunteersandinterns@rubinmuseum.org). In the subject headline, note "Apprentice Museum Educator."

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" Email subject: Name of Internship & Your Name

#### **CURATORIAL INTERNSHIP – GENERAL**

**Commitment:** 10-20 hours per week

**Semesters:** FALL 2018

**Academic Level:** Mature undergraduate, recent graduate, or graduate student

**Description:** Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work and upcoming exhibitions that focus predominantly on

Himalayan art and material culture. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.

**Skills Required:** East Asian Languages and Cultures, South Asian Studies, Tibetan Studies, Asian Art History, or Religious Studies research skills focusing on the Himalayan region.

**Skills Desired:** Reading and writing knowledge of Chinese, Sanskrit or Tibetan; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

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#### **CURATORIAL INTERNSHIP – TIBETAN LANGUAGE**

**Commitment:** 10-20 hours per week

**Semesters:** FALL 2018

**Academic Level:** Mature undergraduate, recent graduate, or graduate student

**Description:** Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research, occasionally in Tibetan language, and provide support for curatorial work and upcoming exhibitions that focus on **Himalayan art**. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.

**Skills Required:** East Asian Languages and Cultures, South Asian Studies, Tibetan Studies, Asian Art History, or Religious Studies research skills focusing on the Himalayan region.

**Skills Desired:** Reading and writing knowledge of Tibetan; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills. **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:**

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#### **CURATORIAL INTERNSHIP – SOUTH ASIAN ART**

**Commitment:** 10-15 hours per week

**Semesters:** FALL 2018

**Academic Level:** Mature undergraduate, recent graduate, or graduate student

**Description:** Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work for upcoming exhibitions that focus on South Asian art. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.

**Skills Required:** South Asian Studies or South Asian Art History research skills

**Skills Desired:** Reading and writing knowledge of Hindi, Sanskrit or other South Asian language; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

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#### **CURATORIAL INTERNSHIP - LIBRARY INTERN**

**Commitment:** 10-15 hours per week

**Semesters:** FALL 2018

**Academic Level:** Mature undergraduate, recent graduate, or graduate student

**Description:** This Intern should have a strong Library Science background, knowledge of cataloging and accessioning books to a library. S/he would be responsible for maintaining library database system (LibraryWorld Gold 3.03), cataloging new books, checking in and out books from the system, returning books to the shelves, assisting in ordering new books, and generally maintaining the Library and its organization.

**Skills desired:** Knowledge of library sciences & ability to organize and order books

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### **COLLECTIONS MANAGEMENT INTERNSHIP**

**Commitment:** 2 days per week

**Semesters:** FALL 2018

**Description:** The Collections Management Intern works closely with the Database Administrator on updating object information. The Collections Department is currently undertaking a large scale project, which entails considerable documentation and cataloguing, for which the intern will be involved. S/he also works regularly with the Associate Registrar of Exhibitions, Assistant Registrar for Collections & Exhibitions, and Art Storage Manager on various projects. Regular departmental projects include: updating objects records in the database, organizing mount/installation records, cataloging the collections image archive, as well as shadowing registrars in the galleries during exhibition installations and de-installations. Applicants should be well organized, have strong research skills, and a keen attention to detail.

**Skills desired:** Student or recent graduate of Museum Studies, Museum Professions, Library Science, or other related field is preferred. Database experience is a plus, but not required.

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### **DEVELOPMENT OUTREACH INTERNSHIP**

**Commitment:** 8 hours a weeks

**Semester:** FALL 2018

The Rubin Museum of Art is a dynamic environment that stimulates learning, promotes understanding, and inspires personal connections to the ideas, cultures, and art of the Himalayas. Development is part of our External Affairs team of 17 staff members, which includes marketing and social media & website maintenance, as well as fundraising events.

The Development intern will work closely with the Development team and across the Museum to cultivate donors of the Rubin. As a nonprofit, the Rubin relies on fundraising to present exhibitions, films, performances, and on-stage conversations as well as a robust roster of educational initiatives. Join the quickly-growing Development team to assist the Rubin in its mission.

**Responsibilities:**

- Assist in streamlining data entry in development database
- Draw reports from development database and ticketing database
- Assist in donor mailings, including editing and sending acknowledgement letters
- Research donor prospects
- Assist with preparing email blasts
- Engage with current and potential donors in person, on the phone, and through personalized emails
- Collaborate with Development team to prioritize engagement strategies
- Other duties as assigned to help support our busy fundraising efforts

**Qualifications:**

- Enrolled in a bachelors or graduate program
- Interest in art, museum studies, fundraising, or Asian philosophies
- Friendly and outgoing personality with excellent verbal and writing skills
- Comfortable engaging with donors and potential donors on the phone and in person
- Organized and detail-oriented
- Able to maintain discretion and confidentiality
- Proficient in Microsoft Office Suite; experience with relational database a plus

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**DIGITAL ENGAGEMENT INTERNSHIP**

**Commitment:** 2-3 days per week

**Semesters:** FALL 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 brainstorms; 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.

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**EDUCATION AND ENGAGEMENT INTERNSHIP**

**Commitment:** 16 hours/2 days per week – Mondays or Thursdays preferred though not required

**Semesters:** Fall 2018

**Description:** The Education and Engagement Intern will work with the Manager of Docent and Access Programs to research Himalayan art and culture as well as upcoming exhibitions in support of our team of staff and docent educators. In addition, the Education and Engagement Intern will prepare training materials and documentation related to tours and programs. This includes K-12 school tours and Accessibility programs. While there is an administrative aspect to this internship which calls for a detail-oriented person, there are also opportunities for personal research and self-driven projects.

**Duties may include (but are not limited to):**

- Preparing materials and supplies for gallery programs, workshops and tours. This also involves researching themes in the artwork and creating reference guides for our team
- Supporting and assisting on K-12 gallery programs, workshops and tours
- Web and publication research on certain areas of study relating to Himalayan art and culture
- Compilation of training materials and training calendars for our educators
- Compilation of tour statistics for board reporting
- Filming training sessions and tracking training attendance (Ongoing trainings are weekly on either Monday or Thursday)
- Preparation of promotional flyers and email blasts for tour programs
- Outreach for tour program and additional educational offerings, this includes Access programs

**Qualifications:** Bachelor's or Master's degree preferred. Must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word, Excel and PowerPoint required, and familiarity with internet search and research engines (JSTOR, LexisNexis, etc.) ideal (though not required). An interest in South Asian, Indo-Tibetan or Himalayan studies or art history also desired.

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#### **EDUCATION: AUDIENCE ENGAGEMENT AND EVALUATION INTERNSHIP**

**Commitment:** Approximately 10- 12 hours per week

**Semesters:** FALL 2018

**Academic Level:** Mature undergraduate, recent graduate, or graduate student

**Description:** Intern will work with the Manager of Manager of Interpretation & Engagement to support, the planning, organizing, conceptualizing and implementing a wide range of educational resources for both internal staff and Rubin Museum visitors.

Duties may include, but are not limited to:

- Performs evaluation of visitor engagement through observation and interviews
- Assisting with the creation of online resources
- Organizing and editing training footage and resources internal staff resources web pages.
- Assisting with the creation of audio tour materials (recording, transcribing)
- General administrative support
- Other related duties as assigned

**Skills:** Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Demonstrated interest in K-12 learning, museum education, and the visual arts. Excellent phone communication and interpersonal skills, exemplary writing and research abilities. Experienced multi-tasker. Proficiency in Excel and Word is necessary. Skills and

interest in museum multimedia preferred. Experience in web publishing programs like WordPress are highly desirable.

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#### **EDUCATION: ACCESS PROGRAMS AND COMMUNITY OUTREACH INTERNSHIP**

**Commitment:** 16 hours/2 days per week – should be available on the 3rd Friday and 1st Saturday of each month

**Semesters:** FALL 2018

**Description:** Under the guidance of the Manager of Docent and Access Programs, the Access & Community Outreach Intern will assist with the creation and implementation of museum programs for non-traditional audiences and visitors with disabilities. The intern would research existing programs at other institutions and serve as a liaison, providing outreach to community and cultural centers in New York City.

**Duties may include (but are not limited to):**

- Research potential partnerships and outreach to local community groups for visitors with disabilities
- Update large print labels and other accessible resources for each gallery as new exhibitions open
- Create audio guide transcripts for each exhibition
- Work on creation of a Social Narrative for the Rubin Museum
- Register participants for Mindful Connections, our program for visitors with Alzheimer’s and Dementia
- Attend and evaluate Access programs at the Rubin Museum
- Create, distribute, and collect surveys for participants in existing monthly programs

**Qualifications:** Bachelor’s or Master’s degree preferred. The ideal intern should have a strong interest in making museums accessible to diverse audiences. The candidate also should have excellent computer, organizational, design, and interpersonal skills, as well as effective reading and writing skills. Must be able to work on a PC with proficiency in Microsoft Word, Excel, PowerPoint, and internet search engines.

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#### **EDUCATION: SCHOOL PROGRAMS INTERNSHIP**

**Commitment:** 10-15 hours per week

**Semester:** FALL 2018

**Position Available:** 2

**Description:** The School Programs intern will work with the School Programs team to support the planning, organization, and implementation of a wide range of programs for K-12 students. He or she will also support the Visitor Experience Department and other staff members and volunteers who lead K-12 Thematic Tours. Please visit [www.rubinmuseum.org/schoolprograms](http://www.rubinmuseum.org/schoolprograms) to learn more about these offerings.

Responsibilities may include, but are not limited to:

- Gaining familiarity with museum content through gallery observations, staff trainings, and personal research
- Preparing materials and supplies for PreK-12 gallery programs
- Preparing and leading PreK-12 tours of the galleries
- Assisting with the planning and organization of the Fall School Tour Training for new staff and docents
- Supporting and assisting on-site K-12 Art Workshops
- Supporting and assisting in offsite programming, including school residency programs and family events
- Developing lesson plans and itineraries for use on the Rubin Museum website
- General administrative support including helping with a fall physical mailing
- Other related duties as assigned

Qualifications:

- Mature undergraduate, recent graduate, or graduate student
- Teaching experience, in a classroom, a museum or in a non-traditional setting, is strongly preferred
- Demonstrated interest in PreK-12 learning, museum education, and the visual arts
- Excellent communication and interpersonal skills
- Exemplary writing and research abilities
- Fluent use of MS Office
- Must be available between the hours of 10am and 12pm at least two days per week
- Applicants who can commit to a full school year will be giving preference

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#### **EDUCATION: FAMILY PROGRAMS INTERNSHIP**

**Commitment:** 16 hours per week

**Semesters:** FALL 2018

**Academic Level:** Mature undergraduate, recent graduate, or graduate student  
**Description:** Under the guidance of the Family Programs Coordinator, the Family Programs Intern will help plan and assist in the teaching of one or more ongoing weekly programs. Tasks include: Coordinating and teaching Family Programs workshops, assisting with studio and office management, materials preparation, curriculum development, outreach and research.

**Skills Required:** Strong interest in art education, early childhood education, informal education, arts administration, or Asian art.

**Desired (not required):** Familiarity with Microsoft Word, Excel, and Photoshop; strong organizational, writing, and interpersonal skills. 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:**

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**EDUCATIONS: FAMILY EVENTS INTERNSHIP**

**Commitment:** 10-15 hours per week

**Semester:** FALL 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.

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**EDUCATION: MATH AND MANDALAS INTERN**

**Commitment:** 10-15 hours per week

**Semester:** FALL 2018

**Position Available:** 2-3

**Description:** Math and Mandalas is a program for NYCDOE Title 1 schools. Students will explore the mandala, through the lens of mathematics. Over three 90-minute sessions students will learn printmaking techniques and apply mathematical concepts to the art-making process to create their own printed mandalas. The program supports the Common Core State Standards for Mathematics and makes cross-curricular connections to social studies, ELA and art. The Math & Mandala Intern will support the program by going offsite to schools to teach lessons and help the onsite teaching artist give tours and teach lessons. This is a wonderful way to gain experience in a classroom setting.

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**EDUCATIONS: FAMILY SUNDAY COMMUNITY ENGAGEMENT INTERN**

**Commitment:** 10-15 hours per week

**Semester:** FALL 2018

**Description:** The Family Sunday Community Engagement Intern, will work onsite every Sundays engaging families and members of the Himalayan Community during the Family Sunday Program. This intern will work offsite once a week to engage with different communities, show them some examples of art from the museum and introduce them to the Sunday program. The roll of this intern is to be a liaison between the Museum and community groups. This intern will need to research different communities to reach out to and introduce the Museum and the Family Sunday Program. A familiarity with the NYC Himalayan Community is a plus. **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:**

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### **EDUCATION: INTERPRETATION & RESEARCH INTERNSHIP**

**Commitment:** 16-20 hours per week, one day on site, one day off site.

**Semesters:** FALL 2018

**Description:** The Interpretation Research Internship will work with the Head of Interpretation and Engagement to research interpretation strategies for upcoming exhibitions in Himalayan art and modern and contemporary art. Must have strong work ethic, ability to work independently and meet deadlines in a very organized and fast-paced environment and proficient communicator.

**Duties may include (but are not limited to):**

Research, on and offline of exhibition related materials  
Organization of compiled research in a timely manner  
Comparative analysis of local cultural institutions

**Qualifications:** Bachelor's degree preferred. Must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word, Excel and PowerPoint required, and familiarity with internet search and research engines (JSTOR, LexisNexis, etc.) ideal (though not required). An interest in South Asian, Indo Tibetan or Himalayan studies or art history also desired. **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:**

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### **EXHIBITIONS MANAGEMENT INTERN**

**Commitment:** 16 hours per week

**Semesters:** FALL 2018

The Exhibitions Management Intern would assist with a wide variety of exhibitions related tasks. The intern would be involved in distinctive areas of exhibition management administration including but not limited to (1) Exhibitions Archive, (2) Exhibitions Schedules and Record Keeping and (3) Traveling Exhibitions database. The Exhibitions Management Intern could potentially have additional specific projects depending on their areas of interest, skill set, and availability.

Administrative, databases or excel experience a plus. **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:**

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### **GRAPHIC DESIGN INTERNSHIP**

**Semesters:** FALL 2018

**Description:** The Rubin Museum of Art in house creative team is seeking a graphic design intern to assist in the Marketing and Communication Department. The intern will work closely with the Marketing & Communication team and report directly to the Graphic Designer and Creative Head of Graphics and Branding.

Please note that this position is unpaid.

**PLEASE PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION:**

- Portfolio (PDF format preferred)
- Resume
- Cover Letter

**HOW TO APPLY:**

- Indicate Graphic Design Fall or Full Year Internship on Subject Line of Email
- Email PDF Portfolio, Resume and Cover Letter to Muoi Ly at [mly@rubinmuseum.org](mailto:mly@rubinmuseum.org)

**AREA OF RESPONSIBILITIES:**

- Support design staff in designing engaging graphic communications for print and web. This will include, social media graphics, promotional items, flyers, signage, and other marketing materials as needed
- Edit images in preparation for use on Museum website, social media, signage, etc.
- General production and design work will be assigned as needed

**WE SEEK A MOTIVATED INDIVIDUAL WHO...**

- is a Junior or Senior in an accredited college or university
- has strong knowledge of Adobe Indesign and Photoshop
- is fluent in the fundamentals of design and detail-oriented
- has a strong eye for layout design and typography
- must be organized and have excellent time management
- must have an understanding of print and digital design
- an independent self-starter and ability to multi-task
- is a team player
- has great communication skills

**QUALIFICATIONS:**

- Image editing and color corrections
- Excellent skill in layout and composition
- Strong portfolio showing previous visual and design work
- Fluent in the full Adobe Creative Suite
- Knowledge of Google Doc, PowerPoint, Microsoft Word, Keynote

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**HIMALAYAN HERTIGAGE GROUP OUTREACH INTERN**

**Commitment:** 5-10 Hours per week, flexible

**Semester:** FALL 2018

**Position Available:** 1

**Academic Level:** Mature undergraduate, recent graduate, or graduate student. Knowledge of Tibetan and a Himalayan culture is helpful.

**Description:** The Himalayan Heritage Group at the Rubin Museum is a free, monthly meet-up group dedicated to providing opportunities, programming, and access to the Himalayan community and friends in the New York City area. The Outreach Intern will assist in building and maintaining relationships with various community groups and organizations, maintain and expand our contact database, and provide administrative and artistic support in hosting our events, as well as a creative voice in our planning and execution. Generally, Himalayan Heritage Group events meet on the first Friday evening of every month. Applicant must be available to work Friday evenings once a month, as well as during the work day either once or twice a week.

**Qualifications:** Ideally conversant in Tibetan or another Himalayan language, highly self-motivated, experience and/or ties with Himalayan and related communities in the New York City area, and proficient in Microsoft Outreach and Excel.

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## **PUBLIC RELATIONS AND MARKETING INTERNSHIP**

**Commitment:** 2-3 days per week

**Semesters:** FALL 2018

**Description:** PR and Marketing interns perform functions critical to communicating the Rubin Museum's mission and offerings to Museum visitors and members of the media. The intern will work with the Communications team to help develop marketing strategies and execute various initiatives, both digital and on-site, to engage Museum community members. Interns will learn about institutional voice, communications strategies, media relations best practices, digital engagement, and the role of a communications department.

**Tasks include:** Research for press and marketing initiatives; Developing press contact lists; Drafting and editing blog posts; Contributing ideas to marketing brainstorming; Some data entry.

**Skills Required:** Internet research skills; Proficiency in Google apps and Microsoft Suite; Familiarity with blogging; Previous internships, work experience, or education in a related field preferred.

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