

Exhibition Content and Design Internships at Ralph Appelbaum Associates (RAA)
Fall 2018

Internships Overview:

Ralph Appelbaum Associates (RAA), the world's largest museum planning and interpretive design firm, is offering paid internships in exhibition content development, 2D design, and 3D design to qualified undergraduate students (recent graduates and graduate students also welcome to apply) for the fall semester. Interns will gain valuable work experience and professional development in a dynamic, collaborative, and creative office environment. Internships are open to interested persons looking to further their academic and/or career goals in museums and cultural institutions and/or related areas.

- Duration: September-December
- Hours: 2-5 days/week or 16-40 hours/week (can accommodate school schedule)
- Compensation: \$20.00/hour

About RAA:

Ralph Appelbaum Associates (RAA) are planners, designers, and producers of award-winning museums and educational attractions. Founded in 1978, RAA provides comprehensive services to clients with missions in the areas of public education, public-space and institutional design, and the development of new cultural centers and programs. Our portfolio includes approximately 700 completed commissions in 50 countries. Headquartered in New York, with branch offices in London, Moscow, Berlin, Beijing, and Dubai, RAA's staff includes designers, architects, historians, educators, media specialists, technologists, and researchers who work in dedicated project teams that are passionate about experiential design and communications.

Past projects include the Smithsonian's National Museum of African American History and Culture, the U.S. Capitol Visitor Center, the Newseum, the U.S. Holocaust Memorial Museum all in Washington, D.C.; the Nordic Museum, Seattle, Washington; the National Constitution Center in Philadelphia, Pennsylvania; the William Jefferson Clinton Presidential Library in Little Rock, Arkansas; and the Canadian Museum for Human Rights, Winnipeg, Manitoba, Canada.

Internship Descriptions

1. Exhibition Content Development Internship

Overview: The Content Development Intern works under the guidance of Content staff (Developers and Coordinators) on museum projects. The Content staff focuses on the content development, organization, and interpretive planning for projects, ranging from developing the

institutional vision and interpretive program, to exhibitions and public programming, among other services.

Responsibilities include, but are not limited to:

- Assist with exhibition research, organization, and documentation
- Provide administrative support
- Work on multiple projects concurrently and meet project deadlines
- Participate in regular meetings

Preferred Qualifications:

- Currently pursuing a Bachelor's degree or Advanced Degree in the museum, library, or relevant humanities fields; i.e. History, Public History, Museum Studies, Area Studies, Anthropology, American Studies, African American Studies, Asian American Studies, Latinx Studies, Art History, or related fields
- Proficiency in Microsoft Office Suite and Google Drive Suite
- Ability to work independently, proactively, and collaboratively as part of a team
- Excellent oral and written communication skills
- Strong research and organizational skills
- Strong attention to detail

2. 2D (Graphics) Exhibition Design Internship

Overview: The 2D Design Intern works under the guidance of Senior 2D Design staff to help produce exhibit graphic concept and other project-specific assignments. The 2D Design staff works closely with the Content staff, 3D design staff, and clients to determine the exhibition design visual identity, graphic systems and layouts. Candidates should have strong conceptual ability and editorial strength.

Responsibilities include, but are not limited to:

- Support project 2D staff with exhibit graphic design development
- Contribute to exhibit visual identity development
- Design and produce graphic systems, layouts, and documentation (graphic layouts, graphic elevations, maps, illustrations, diagrams, fabrication specifications, etc.)
- Create art samples for fabricators, assist in graphic production
- Work on multiple projects concurrently and meet project deadlines

Preferred Qualifications:

- Currently pursuing a Bachelor's Degree (B.A. or B.F.A.) in Graphic Design, Visual Arts, Visual Communications, or a related field
- A creative portfolio that demonstrates a strong design sensibility, conceptual clarity, editorial eye, and attention to detail.
- Proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop), Adobe Acrobat Professional, Microsoft Office Suite, Powerpoint and Keynote
- Excellent oral and written communication skills
- Ability to work independently, proactively, and collaboratively as part of a team

3. 3D Exhibition Design Internship

Overview: The 3D Design Intern will work under the guidance of the Project Manager and senior 3D Designers to help produce architectural exhibit elements. At the heart of RAA's design philosophy is the desire to seamlessly integrate the visitor experience and the architectural environment. For most projects, RAA works closely with architectural partners to maximize the potential of the building to support the visitor experience and facilitate operations. The 3D Design staff also works directly with the 2D designers, Content staff, consultants (lighting, audio/visual, media, etc.), and clients to determine exhibition design and layout. Candidates should have strong conceptual ability and a range of skills.

Responsibilities include, but are not limited to:

- Support project 3D staff
- Under project staff supervision, prepare architectural drawings (plans, elevations, sections, details, etc.), ranging from conceptual studies to fabrication documents
- Build physical models and mock-ups for internal study as well as client presentations
- Generate 3D models of exhibition spaces and elements
- Research and select materials, finishes, and equipment
- Maintain firm's drafting and modeling standards and file management procedures
- Work on multiple projects concurrently and meet project deadlines

Preferred Qualifications:

- Currently pursuing a Bachelor's Degree in Architecture, Industrial Design, Interior Design, Urban Planning, Landscape Design, or related fields
- Proficiency in either AutoCAD or Vectorworks
- Proficiency in 3D modeling program: Rhino or Sketchup preferred
- Model-making skills and familiarity with hand and power tools are a plus
- Hand-drawing and/or sketching skills are a plus
- Proficiency in Adobe Creative Suite is a plus

Application Guidelines

Qualified applicants, please submit a cover letter, resume, and portfolio (prospective 2D and 3D interns only) to Humanresources@raai.com by August 1, 2018 with the subject line ' RAA Fall 2018 Internship Application' .

Ralph Appelbaum Associates is an Equal Employment Opportunity, Affirmative Action Employer that does not discriminate on the basis of race, color, age, sex, sexual orientation, religion, ethnicity, national origin, disability, marital status, veteran status or any other legally protected status. We encourage women, minorities and candidates from other underrepresented communities to apply.