THE RUBIN MUSEUM OF ART

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INTERNSHIPS

SPRING 2017

Rubin Museum of Art Overview:
Rubin Museum of Art is home to a comprehensive collection of art from the Himalayas and surrounding regions. Through changing exhibitions and an array of engaging public programs, the Rubin Museum offers opportunities to explore the artistic legacy of the Himalayan region and to appreciate its place in the context of world cultures. For more information, please visit: www.rubinmuseum.org

Intern Activities:
Interns in all museum departments are invited to participate in several group activities per semester:

- **Brown-bag lunches:** staff guests discuss their jobs as well as their educational, professional, and artistic backgrounds allowing interns to learn about various museum departments and careers.
- **Private tours of NYC cultural organizations:** these trips are designed to expose interns to the broader New York City arts world, as well as the field of Himalayan studies. Past tours have included: Asia Society, ICP, Latse Contemporary Tibetan Cultural Library, and CUE Art Foundation.

Intern Benefits:
All internships are unpaid. Academic requirements may be fulfilled by arrangement with the individual college or university. Rubin Museum interns receive the following benefits:

- Free admission at museums across the country
- Free admission to Rubin Museum programs when/if available
- 10% discount on food and beverage at Café Serai.
- 25% discount on most items in the Rubin Shop, with a 40% discount on Rubin Museum publications.
- 10% discount on selected Rubin programs.
- 25% discount on gift memberships
- Invitation to the annual Volunteer Appreciation Event.

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

Please email your resume and cover letter to:

THE RUBIN MUSEUM OF ART
150 WEST 17TH STREET
NEW YORK, NEW YORK 10011

TELEPHONE 212 620 5000
WWW.RMANYC.ORG

Audrey Shea
Volunteer & Internship Coordinator
Rubin Museum of Art
volunteersandinterns@rmanyc.org

AVAILABLE INTERNSHIPS:

CURATORIAL INTERNSHIP – GENERAL
Commitment: 10-20 hours per week
Semesters: Spring 2017
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.

CURATORIAL INTERNSHIP – TIBETAN LANGUAGE
Commitment: 10-20 hours per week
Semesters: Spring 2017
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.

CURATORIAL INTERNSHIP – SOUTH ASIAN ART
Commitment: 10-15 hours per week
Semesters: Spring 2017
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.

CURATORIAL INTERNSHIP - LIBRARY INTERN
Commitment: 10-15 hours per week

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Semesters: Fall or Full Academic Year
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

CURATORIAL INTERNSHIP - OM LAB INTERNSHIP
Commitment: Approximately 14-20 hours per week (2-3 days a week), regular business hours
Semester: Spring 2017
Positions Available: 1-2
Description: The Rubin Museum seeks an intern(s) to provide technical support for its upcoming exhibition, OM LAB. The Om Lab will record Rubin Museum visitors' voices to create a collective chant of OM. The intern(s) will assist by cutting and editing the resulting audio recordings into individual files (training will be provided by Rubin staff). The intern will report to the Curatorial Assistant for the OM LAB.
Skills: Familiarity with audio software desired but not required.

COLLECTIONS MANAGEMENT INTERNSHIP
Commitment: 2 days per week
Semesters: Spring 2017
Positions Available: 1
Description: Intern will work closely with the Associate Registrar of Exhibitions, Assistant Registrar for Collections & Exhibitions, Database administrator and Art Storage Manager on various projects.
Tasks and assignments may include: updating object records in the museum database, shadowing registrars in the galleries during exhibition install and de-installs. The Collections Department is currently undertaking a large scale project, which entails considerable documentation and cataloguing, for which the intern will be involved.
Skills desired: MA student or recent graduate in Museum Studies, Museum Professions, Library Science, or other field related to museum collections management. Interest in Himalayan art a plus.

COMMUNICATIONS/MEDIA RELATIONS INTERNSHIP
Commitment: 2-3 days per week
Semesters: Spring 2017
Positions available 1
Description: Media Relations Interns perform functions critical to communicating the Rubin Museum's mission and offerings to members of the media, as well as assisting with digital outreach via Rubin Museum social media channels. The Media Relations intern will learn about institutional voice, communications strategy, media relations best practices, and digital engagement.
Tasks include: Creating and managing lists in Excel; internet research; drafting copy for use in social media, some data entry.
Skills Required: Internet research skills and proficiency in Excel, Outlook, Word, and familiarity with Social Media/Blogging.

EDUCATIONAL RESOURCES INTERNSHIP
Commitment: Approximately 10- 12 hours per week

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Semesters: Spring 2017
Positions Available: 1-2
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Educational Resources intern will work with the Coordinator of Interpretive Materials 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:

· 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)
· Assisting with the creation of social media content
· 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. Please send resume and cover letter to Jamie Lawyer, Coordinator, Interpretive Materials at jlawyer@rubinmuseum.org.

EDUCATION: SCHOOL PROGRAMS INTERNSHIP
Commitment: 10-15 hours per week
Semester: Spring 2017
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 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

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- 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

FAMILY PROGRAMS INTERNSHIP
Commitment: 16 hours per week
Semesters: Spring 2017
Number available: 2
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.

FAMILY EVENTS INTERN
Commitment: 10-15 hours per week
Semester: Spring 2017
Position Available: 1
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.

MATH AND MANDALAS INTERN
Commitment: 10-15 hours per week
Semester: Spring 2017
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.

FAMILY SUNDAY COMMUNITY ENGAGEMENT INTERN
Commitment: 10-15 hours per week

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Semester: Spring 2017
Position Available: 1
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.

INTERPRETATION RESEARCH INTERNSHIP
Commitment: 16-20 hours per week, one day on site, one day off site.
Semesters: Spring 2017
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.

PUBLICATIONS INTERNSHIP
Commitment: 10-15 hours per week
Semesters: Spring 2017
Positions Available: 1
Academic Level: Mature undergraduate, recent graduate, or graduate student.
Description: Under the guidance of Rubin Museum Publisher, Publications Intern will coordinate image acquisition, bibliographic integration, manuscript approval stages, and other tasks related to an exhibition and publication on Tibetan Medicine. Work may involve website content development. Work with editor on content management system and enews letter. Must have research and editorial abilities. The candidate should be well-organized, with attention to detail, and good computer skills.
Skills Required: Proficiency in MS Excel, Photoshop, and MS Word.

HIMALAYAN HERTIGAGE GROUP OUTREACH INTERN
Commitment: 5-10 Hours per week, flexible
Semester: Spring 2017
Position Available: 1
Academic Level: Mature undergraduate, recent graduate, or graduate student
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

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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.

GRAPHIC DESIGN INTERNSHIP
Semesters: Spring 2017
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
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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