

RUBIN MUSEUM OF ART SPRING 2023 INTERNSHIPS

The Rubin Museum gives school credit for all internships if applicable. Currently, internships are hybrid or remote.

How to apply: Write a one-page cover letter which specifies (1) the internship for which you are applying, (2) your relevant qualifications (3) your interest in the Rubin Museum of Art. Please list the internship you are applying for in the subject of your email.

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

Email your resume and cover letter to **volunteersandinterns@rubinmuseum.org** No phone calls please. Due to the high volume of applications for internships, only those selected for interviews will be contacted.

APPRENTICE MUSEUM EDUCATOR (AMEs)

Semester: Fall 2023, Summer 2023

Commitment:

- 10-12 months
- Approximately 20 hours/week, 3 days a week /weekdays plus some weekends for events
- AMEs receive a monthly stipend of \$4500 and course credit if needed

Description: The Apprentice Museum Educator (AME) program at the Rubin Museum of Art provides practical skills to university students or recent graduates interested in future careers in the arts, programming and museum education for school & family audiences and/or adult audiences. Participants develop an understanding of gallery teaching, facilitation of public programs, and museum administration. The AME program offers two tracks of focus -School & Family Programs And Adult Programs. Please note in your cover letter if you are interested in one or both areas.

SCHOOL & FAMILY PROGRAMS

The School and Family Programs AME leads specific programs and is assigned at least one curriculum development project. The AME supports the administration and teaching of our Math and Mandalas Program, eventually coordinating outreach between schools and teaching artists. They will also develop new Family Sunday programming, take leading roles in the production of large events such as Losar Family Day and the Annual Block Party, and will create the curriculum for a new school workshop. The structured trainings, experience teaching workshops, and exposure to program development prepare our AMEs to be instrumental in the museum field. Many of our current and past Teaching Artists are AMEs.

ADULT PROGRAMS

Each Adult Programs AME is assigned a specific program (“projects”) to lead based on their skills and programming’s needs. There is an AME dedicated to each program series including

Mindfulness Meditation, Music (Naked Soul and Rhythms of India), Talks (Brainwave and Fall series), and Himalayan Heritage. AMEs receive in depth training from staff and ultimately become responsible for program research, correspondence with artists/speakers/presenters, provide administrative as well as on day support for the program as well as set-up/clean-up, production, and house management for the program they lead.

Availability: School & Family Programs

Monday, Wednesday, Friday -10AM -5:00 PM (days and times negotiable) /Weekends as needed

Availability: Adult Programs

Wednesday and/or Friday -12:00 PM -9:00t PM (start time negotiable but must be able to stay until 9:00 PM or later one of those days) One weekday for admin -Mondays or Tuesdays preferable /Weekends as needed

What type of training is provided?

AMEs are provided with hands-on training and practical experience in this internship. The knowledge and experience they gain from training provides invaluable mental and physical support to the programming department. AMEs must have:

- Strong organizational skills. Attention to detail is necessary.
- Proficiency in Microsoft Word, Excel and PowerPoint required.
- The ability to work independently and on a team. They must have strong interpersonal skills.
- An interest in South Asian, Indo-Tibetan or Himalayan studies is also desired but not necessary.

SCHOOL & FAMILY PROGRAMS AME -

The Apprentice Museum Educator (AME), School and Family track will have an interest in intergenerational and youth education. Experience working with kids in some capacity is preferred. The AME will learn to work with a large age-range of visitors during their internship, and will develop the skills to manage an educational space with creativity. We foster critical thinking, leadership skills, curriculum planning, and public speaking,

ADULT PROGRAMS AME -

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COLLECTIONS MANAGEMENT INTERNSHIP

Commitment: 12-20 hours per week

Semesters: Spring 2023

Description: The Collections Management Intern works closely with the Collections Manager, Registrar and Department Administrator on several projects including object record updates within the collections database. The Collections Department is currently working on a large-scale file organization and digitization project. This position will be directly involved in this project, digitizing collections documents from historical exhibitions and assisting with ongoing data cleanup projects in the collections database (TMS). Interns will also have the opportunity to manage aspects of the library database (LibraryWorld). Interns also have the opportunity to shadow the Registrars during exhibition installations and deinstallations, and to learn art storage and art handling procedures. Regular departmental projects include:

Projects/Assignments:

- Updating objects records in the database
- Digitizing and organizing past exhibitions documents
- Assisting Collections Manager and Registrar with data cleanup in TMS
- Cataloging and organizing library books and periodicals in LibraryWorld

Skills and qualifications:

- A student or recent graduate of Museum Studies, Museum Professions, Library Science, or other related field is preferred. Applicants should be well organized, have strong research skills, and keen attention to detail. Proficiency in MS Excel, MS Word, and experience with museum database software is a plus.
- Candidates should have a general understanding of cataloging and indexing.

What type of training is provided?

- Using a collections database (TMS) for object research and record cleanup
- Cataloging object data training
- Shadowing Registrars during exhibition installations
- Best practices for object handling, preventative conservation and art storage procedures

What skills and knowledge will the intern gain by the end of this internship?

- User knowledge of a collections management database, TMS
- Data cleanup experience
- Best practices for object handling, preventative conservation and art storage procedures
- Knowledge of general Collections Department operations

COMMUNICATIONS INTERNSHIP

Commitment: 16–20 hours per week

Semesters: Spring 2023

Description: The Communications intern will work closely with the Marketing and Communications team to help promote the Rubin Museum, its exhibitions, and related

programs to both the press and public. The intern will assist in the development of press campaigns and email marketing strategies and will execute various initiatives, both digital and on-site, to engage external stakeholders. Interns will learn about institutional voice, communications strategies, media relations best practices, and the larger role of the marketing and communications department.

Projects/ Assignments:

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Skills and qualifications:

- Proficiency in Google apps and Microsoft Suite
- Familiarity with MailChimp preferred
- Exceptional research skills
- Strong interest in cultural marketing, museums, Himalayan art, ideas, or culture, or nonprofit marketing
- Prior internship or work experience in a related field preferred.

What type of training is provided?

Throughout the internship, interns will have the opportunity to shadow and assist their supervisors when working in the galleries for installations, exhibition press previews, openings, and other activities that take place in the galleries or away from their normal workstations. Interns will be invited to join weekly Marketing team meetings and planning sessions and, when possible, larger cross-departmental meetings that the intern's supervisor regularly attends. The Marketing and Communications team most frequently works with the Programs and Engagement, and Exhibitions teams and interns can expect occasional interaction with staff from these departments. Interns will also gain experience in:

- Brand messaging and content strategy
- Email management and scheduling software
- Monitoring press coverage
- Project management software

What skills and knowledge will the intern gain by the end of this internship?

- How to execute brand communication strategies
- How to increase and engage audiences
- Best practices for PR and communications
- Experience with museum administration and cultural marketing
- Knowledge of brand messaging and content strategy

- Experience with email management and scheduling software
- How to monitor press coverage
- Experience with project management software

ACCESS & COMMUNITY OUTREACH INTERNSHIP

Commitment: 16–20 hours per weeks

Semesters: Spring 2023

The Access & Community Outreach Intern will assist with the implementation of museum programs for non-traditional audiences, visitors with disabilities, adults living with dementia, and their caregivers. Duties include logistical program support and providing outreach to community and cultural centers in the New York City area.

Responsibilities include but are not limited to:

- Compile media for regular monthly programs (PPT, videos, high-res images, etc.).
- Consult with teaching artists and performers to schedule meetings and rehearsals.
- Assist with focused outreach to groups that join occasionally or regularly and maintaining relationships with activity organizers, and to organizations for cross-promotion of programs
- Create flyers and eblasts using the Rubin’s Mailchimp and SurveyMonkey accounts.
- Create reminder and follow-up emails for program participants and shepherd collateral through the museum editorial review process.

CURATORIAL INTERNSHIP – GENERAL

Commitment: 10-20 hours per week

Semesters: Spring 2023

Description: The Museum seeks a mature undergraduate, recent graduate, or graduate student to work 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.

Projects/ Assignments:

The General Curatorial Intern will assist the Curator with general departmental tasks as well as exhibition specific projects. They will be able to learn about the planning and research processes of exhibitions, and upkeep of the permanent collection. They will also have the opportunity to write a few blog and social media posts in relation to exhibitions and/or collection objects with the assistance of the Curator. Specifically, the project the intern will work for the most of the time is a cross-cultural exhibition that explores ideas of Afterlife in Christian and Buddhist traditions and opens in the fall of 2022. The intern will learn how religious images from these two traditions approach the notions that are relevant to everyone to this day. Will be encouraged to think in broader universal contexts, learning how to express ideas across cultures accessible. Will have a first-hand experience in studying objects planned

for exhibition, research collections for possible objects to be included and help the curator with curatorial matters, all related to art historical and thematic analysis of the objects.

Skills and Qualifications:

The intern will need previous research and writing skills in art history, Buddhist studies, or a related field. The intern will familiarize themselves with exhibition checklists using TMS. They will also gain effective communication and organizational skills working closely on tasks assigned by the Curator.

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.

What type of training is provided?

The intern will have access to TMS object records, and exhibitions files and will receive training in exhibition database systems. They will work closely with the Curator, and Curatorial Assistant. If they are working on a specific exhibition they may attend an Exhibition Development Meeting for that project, which includes Design, Collections, A.V., and Interpretation Departments.

What skills and knowledge will the intern gain by the end of this internship?

By the end of the internship the intern will have a better understanding of curatorial practices, and refined research skills.

CURATORIAL INTERNSHIP – TIBETAN LANGUAGE

Commitment: 10-20 hours per week

Semesters: Spring 2023

Description: The Museum seeks a mature undergraduate, recent graduate, or graduate student to work 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. Applicants who receive school credit will be given priority.

Projects/ Assignments:

The Tibetan Language Intern will assist curators with collection assessment/cataloging reports, transcribe Tibetan Inscriptions, gather data on objects, look up and scanning publications and other missing attachments, compile bibliographic information, and aid in object research in Tibetan (and Chinese) sources. They will participate in object reviews, take notes, provide data entry support, aide in creating fields and search terms, resolving terminology and spelling issues, developing a lexicon for the database, and generate individual object reports

Skills and Qualifications:

The intern will need advanced Tibetan language skills (reading) including familiarity with various

Tibetan scripts, familiarity with Wylie and other Tibetan transcription systems, as well as research and organizational skills.

What type of training is provided?

The intern will be introduced to the basic workings of The Museum System (TMS) database, have access to TMS object records, and departmental object files. They will work closely with the Curator, Curatorial Fellow, Curatorial Assistant, and Collections Management and will be able to attend relevant museum meetings for assigned projects and exhibitions. The intern will complete one semester of collections assessment. They will work offsite at the museum's art storage facility with the curator and collections management team one day a week. They will work onsite in the museum's curatorial office two days a week completely data entry and prep for the following week's offsite assessment.

What skills and knowledge will the intern gain by the end of this internship?

By the end of the internship, interns will refine their language and transcription skills and gain familiarity working with objects in a permanent collection as well as using TMS.

Intern will have a better understanding of curatorial and collection practices, and refined research skills Exhibition Survey preexisting digital assets (produced by the Rubin or other institutions) for additional connections to give further context to exhibition objects & assist with checklist and tracking the assets of the exhibition.

ENGAGEMENT: INTERPRETATION & RESEARCH INTERNSHIP

Commitment: 16-24 hours per week

Semesters: Spring 2023

Description:

The Interpretation Research Intern will work with the Head of Interpretation and Engagement to

research interpretation strategies for Museum-wide interpretation in areas that include: Exhibitions – Modern and contemporary art, traditional Himalayan art public space – community areas, neighborhood

Projects/ Assignments:

In a scope of one semester, approximately 2.5 months, interns should complete one of each: Exhibition interpretation resource (video content, gallery guide, guidelines for engagement, audio guide transcriptions)

Coordination of public event (block party, tihar dog blessing, losar, dreamover)

Interpretation for public programs (film guides)

Interpretation for docent tours (artist and exhibition resources both in print and digital for docent program and admissions/front of house staff)

Skills and Qualifications:

Must have strong work ethic, ability to work independently and meet deadlines in a very organized and fast-paced environment and proficient communicator.

Bachelor's degree required, candidate for Master's degree or Master's degree preferred. Must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word, Excel and PowerPoint required, and familiarity with project management tools such as Asana preferred. An interest in contemporary art, South Asian, Indo Tibetan or Himalayan studies or art history.

What type of training is provided?

- Intern will receive hands on experience with project management and work with staff across many departments in order to accomplish their projects.
- Interpretive strategy training
- Basic knowledge of foundations of Himalayan art
- Touring techniques for museum spaces
- Use of research tools
- Use of audio guide recording, transcription and editing software

What skills and knowledge will the intern gain by the end of this internship?

Interns attend all exhibition group meetings, programs, and engagement department meetings, with occasional marketing meetings when appropriate. Interns work closely with the manager of docent and access resources for training materials as well as the coordinator of programs and engagement for the audio guide. Intern will gain from this project group management, short and long term project management.

GRAPHIC DESIGN INTERNSHIP

Commitment: 10-12 hours

Semesters: Spring 2023

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.

Projects/ Assignments:

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.

Skills and Qualifications:

- 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
- 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, AherEffects

What type of training is provided?

Throughout the internship, interns will have the opportunity to assist their supervisors when working on installations, advertising, graphic identities for programs, web updates. Interns will be invited to join weekly Marketing team virtual meetings and planning sessions and, when possible, larger cross-departmental meetings that the intern's supervisor regularly attends. The Marketing and Communications team most frequently works with the Programs and Engagement, and Exhibitions teams and interns can expect occasionally interaction with staff from these departments.

What skills and knowledge will the intern gain by the end of this internship?

- Learn to implement identity guideline
- Acquire knowledge about print production for all print projects (ink, paper, design executions).
- Learn about designing for target audiences.
- Learn about the difference between image production for digital and print.
- Learn about effective communication discussing project scoops with internal clients.

SOCIAL MEDIA INTERNSHIP

Commitment: 16–20 hours per week

Semesters: Spring 2023

Description: The Digital Engagement Intern works with the Assistant Manager, Digital Engagement to develop content for the Museum's social media channels and execute strategies to increase the Museum's effectiveness on our social networks. The Intern will learn how a Museum's communications department operates and develop the skills needed to enter a career in art and cultural marketing, or brand communications.

Projects/ Assignments:

- Help shape the Museum's editorial calendar; draft communications based on editorial schedule
- Track and share industry trends
- Promote events to digital community members
- Research and engage influencers to maximize brand visibility
- Help assess success of digital engagement initiatives

Skills and Qualifications:

- Familiarity with major social media networks, including Facebook, Twitter, and Instagram
- Exceptional writing and communication skills
- Strong interest in cultural marketing, museums, Himalayan art, ideas, or culture, or nonprofit marketing
- Prior internship or work experience in a related field preferred.

What type of training is provided?

Throughout the internship, interns will have the opportunity to shadow and assist their supervisors when working in the galleries for installations, exhibition press previews, openings, and other activities that take place in the galleries or away from their normal workstations. Interns will be invited to join weekly Marketing team meetings and planning sessions and, when possible, larger cross-departmental meetings that the intern's supervisor regularly attends. The Marketing and Communications team most frequently works with the Programs and Engagement, and Exhibitions teams and interns can expect occasional interaction with staff from these departments.

Interns will also gain experience in:

- Brand messaging and content strategy
- Social media management and publishing software
- Gathering and analyzing social media metrics
- Project management software

What skills and knowledge will the intern gain by the end of this internship?

- Knowledge of brand messaging and content strategy
- Social media management and knowledge of publishing software
- How to gather and analyze social media metrics
- Experience with project management software
- How to execute brand communication strategies
- How to increase and engage audiences
- Digital engagement best practices
- Experience with museum administration and cultural marketing