RUBIN MUSEUM OF ART SPRING 2021 INTERNSHIPS

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

Semester: Summer 2021, Fall 2021
Commitment:

● 10-12 months
● Approximately 20 hours/week, 3 days a week /weekdays plus some weekends for events
● AMEs receive a monthly stipend of $450 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 -10:00 AM -5:00 PM (days and times negotiable) /Weekends as needed

Adult Programs
Wednesday and/or Friday -12:00 PM -9:00 PM (start time negotiable but must be able to stay until 9:00 PM or later on 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 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 -
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 & families and/or adults. Participants develop an understanding of gallery teaching, facilitation of public programs, and museum administration.

To Apply:
● Send resume and cover letter to: volunteersandinterns@rubinmuseum.org
● In the subject headline, note “Apprentice Museum Educator” Please note in your cover letter if you are interested in one or both areas.
● 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.pdfAPPRENTICE MUSEUM EDUCATOR (AMES).”

COLLECTIONS MANAGEMENT INTERNSHIP
Commitment: 12-20 hours per week
Semesters: Spring 2021

Description:
The Collections Management Intern works closely with the Assistant Manager of Collections Information to edit and update images for view on the museum’s collection webpage (collection.rubinmuseum.org). The Collections Department is currently working to update the online collection with 1,000 new objects by end of 2021. This position will be directly involved in this project, and will also assist with ongoing data cleanup projects in the collections database, TMS. S/he may also work with the Associate Registrar of Exhibitions and Collections Manager on various projects. Regular departmental projects include:

Projects/ Assignments:
● Editing high-res images to remove color bars, retouch backgrounds, and color match
● Updating objects records in the database
● Assisting with data cleanup projects

Skills and qualifications:
● Proficiency in Photoshop and Image management
● Experience in retouching, clean up, masking images, creating drop shadows
● Ability to color match using Photoshop adjustments to get as close as possible to image color bars
● Strong attention to detail, good eye for seeing things side by side and making corrections

A student or recent graduate of Museum Studies, Museum Professions, Library Science, or other related field is preferred, but not required. Applicants should be well organized, have strong research skills, and keen attention to detail.

What type of training is provided?

● Using a collections database (TMS) for object research and record cleanup
● Cataloging object data

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

COMMUNICATIONS INTERNSHIP
Commitment: 16–20 hours per week
Semesters: Spring 2021

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.
Commitment: 16–20 hours per week

Projects/Assignments:
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.

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 occasionally 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

**CURATORIAL INTERNSHIP – GENERAL**

**Commitment:** 10-20 hours per week  
**Semesters:** Spring 2021

**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 2020. 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 accessibly. 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.

**CURATORIAL INTERNSHIP – TIBETAN LANGUAGE**

**Commitment:** 10-20 hours per week  
**Semesters:** Spring 2021
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 they will refine their language and transcription skills and gain familiarity working with objects in a permanent collection as well as using TMS.
By the end of the internship the intern will have a better understanding of curatorial and collection practices, and refined research skills.

ENGAGEMENT: INTERPRETATION & RESEARCH INTERNSHIP
Commitment: 16-24 hours per week
Semesters: Spring 2021

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 tool such as Asana preferred. An interest in contemporary art, South Asian, Indo Tibetan or Himalayan studies or art history also desired.

**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 and 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.

**EDUCATION: ACCESS PROGRAMS & COMMUNITY OUTREACH INTERNSHIP**

**Commitment:** 16 hours

**Semesters:** Spring 2021

**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.

**Projects/Assignments:**

- 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 the 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 and other local museums to cross-compare.
- Create, distribute, and collect surveys for participants in existing monthly programs.
- Outreach for tour programs and additional educational offerings, including Access programs.

**Skills and Qualifications:**

- Bachelor’s degree, or a graduate student, preferably studying art history, art education, museum studies, disability studies, or a related field.
- Must have strong computer, organizational, and interpersonal skills. Attention to detail is necessary.
- 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 working with visitors who have disabilities, and art history/art education also desired.

**What type of training is provided?**

Training in museum education techniques and working with visitors who have disabilities. Paired with opportunities to observe tours, engage with visitors and our docent educators. Training in research and archiving methods, writing and editing, producing interpretive materials.

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

- With the training and assignments provided, the intern will develop deep knowledge of the newest exhibitions, and content related to our ongoing exhibitions and permanent collection.
- The opportunity to work with visitors who have disabilities and feel comfortable leading an Access tour at the Rubin.
- Access to a wide range of educational materials, including attending weekly trainings for our staff and docent educators
- Opportunity to meet with and build a network of professional contacts across the department.

**EDUCATION: AUDIENCE ENGAGEMENT AND EVALUATION INTERNSHIP**

**Commitment:** 8 – 16 hours per week

**Semesters:** Spring 2021
**Description:** The Audience Engagement and Evaluation Intern will work with the Manager of Interpretation & Engagement to support the planning, organizing, conceptualizing, implementing and evaluation of a wide range of educational resources for both internal staff and Rubin Museum visitors.

**Projects/Assignments:**
- Performs evaluation of visitor engagement through observation and interviews
- Produces evaluation reports based on research
- Supports the execution and documentation of gallery engagement projects
- Assists with the creation of audio tour materials (recording, transcribing, audio editing)
- Organizes, uploads to webpages and edits training footage and resources for staff development

**Skills and Qualifications:**
Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Demonstrated interest museum education and the visual arts. Excellent customer service and interpersonal skills. 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.

**What type of training is provided?**
- Training in evaluation methodologies
- Training in usage of Wordpress platforms, introductory levels of photoshop, in-design, audio editing platforms
- Museum Professional Practices

**What skills and knowledge will the intern gain by the end of this internship?**
- Intern will understand basic elements of visitor research and development of evaluation reports
- Intern will learn how to develop training resources and professionalized reporting
- Intern will be introduced to photoshop, in-design, audio editing platforms
- Intern will deepen understanding of Himalayan Art

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**EDUCATION & ENGAGEMENT INTERNSHIP**

**Commitment:** 16 hours

**Semesters:** Spring 2021

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

**Projects/Assignments:**
- Researching topics in Himalayan art and culture, and themes in the artwork/exhibitions to creating reference guides for our team.
- Preparing materials and supplies for gallery programs, workshops and tours.
- Supporting and assisting on K-12 gallery programs, workshops and tours.
- 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 Thursday).
- Preparation of promotional flyers and email blasts for tour programs.
- Outreach for tour programs and additional educational offerings, this includes Access programs.

**Skills and Qualifications:**
- Junior or senior in college, or a graduate student, preferably studying art history, art education, museum studies, or a related field.
- Must have strong computer, organizational, and interpersonal skills. Attention to detail is necessary.
- 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/art education also desired.
What type of training is provided?
Training in research and archiving methods, writing and editing, producing interpretive materials. Training in museum education techniques paired with opportunities to observe tours, engage with visitors and our docent educators.

What skills and knowledge will the intern gain by the end of this internship?
• With the training and assignments provided, the intern will develop deep knowledge of the newest exhibitions, and content related to our ongoing exhibitions and permanent collection.
• The opportunity to lead their own public tour.
• Access to a wide range of educational materials, including attending weekly trainings for our staff and docent educators
• Opportunity to meet with and build a network of professional contacts across the department.

EDUCATION: SCHOOL AND FAMILY PROGRAMS
Commitment: 16 -20 hours per week
Semesters: Spring 2021

Description:
The School & Family Programs Intern will support the development and production of all departmental program offerings. Programs include school tours and workshops, the Math & Mandalas Residency, Family Sundays, Mindfulness for Families, and Family Events including the Losar New Year Celebration and our annual Block Party. In addition, the School & Family Programs Intern will assist with curriculum planning, documentation and the evaluation of all programs.
Projects/Assignments:
Our interns are exposed to all the facets of administration, planning and implementation of programming that go into an education department at a museum. They work closely with our Teaching Artists, supporting them during workshops and learning teaching and classroom management skills to prepare them to lead their own lessons at the end of the internship. Each intern is also given the training and creative freedom to develop a Family Sunday program based on an art piece or upcoming exhibition. This is often done either independently with the guidance of a supervisor and provides the intern with the opportunity to do research, meet with staff in other departments, learn how to do Internal Alerts, and write lesson plans.

• Support K-12 programs, workshops and tours
• Facilitate offsite K-12 NYC DOE Title I Residency Program in conjunction with Teaching Artists
• Develop lesson plans and curriculums for Family Sunday and related programs
• Manage event logistics for Mindfulness for Families speaker series
• Assist production of annual Family Events including Losar and Block Party
• Prepare materials and supplies for gallery programs, workshops and events
• General administrative support

Skills and Qualifications:
Interns must have -
• Strong organizational skills and attention to detail
• Proficiency in Microsoft Word, Excel and PowerPoint required for writing lesson plans
• The ability to work independently and on a team
• Strong interpersonal skills
• An interest in South Asian, Indo-Tibetan or Himalayan studies
• An interest in education and the arts

All of these skills and areas will be strengthened during the internship

The internship will be focused on an intergenerational and youth audience, so experience working with parts of this age-range is crucial. We provide the training and learning opportunities to help our interns become comfortable working with all ages, as well as in group settings with volunteers and Teaching Artists. Collaboration and teamwork is a
dominant part of working in museum education, so we ask our interns to exercise a balance of independent work with group implementation. We foster critical thinking, leadership skills, curriculum planning, and public speaking.

What type of training is provided?
Over the course of the program, interns will observe school tours, support and teach workshops, be the administrative lead for Family Sunday, join strategy and logistics meetings, and meet several Teaching Artists. They will have the opportunity to work closely with the Interpretations and Engagement team as well as the wider Programs and Engagement Department. Through the Internal Alert and Design Request process there will be chances to learn about Communications and Marketing. Our Family Sunday lead intern will correspond frequently with the Marketing & Communications Assistant, and planning for Losar will require working closely with Graphic Design & Production. These are a few examples of how the work the School and Family Interns is integrated interdepartmentally.

Interns are encouraged to attend docent and educator trainings in order to develop and present public tours in the galleries. These trainings provide basic knowledge of the art, ideas and cultures of the Himalayas as well as skills in gallery teaching and education. These experiences lay the groundwork for interns to return as Teaching Artists, docents, volunteers, and even staff members.

What skills and knowledge will the intern gain by the end of this internship?
- Lesson plan writing and curriculum development
- Understand the end-to-end process in producing a large-scale event
- Knowledge of arts administration within a museum and how program offerings correlate to newest exhibitions and permanent collections
- Access to a wide range of educational materials, including attending trainings for our Teaching Artists and Docent Educators

Interns will also develop and/or improve the following skills –
- Curriculum development and lesson planning
- Working with early-childhood to teens in classroom and drop-in workshop settings
- Communication inter and across-departmentally
- Understanding Accessible spaces and how to create Accessible lessons
- How to use Inquiry-Based teaching techniques
- How to create effective surveys

EXHIBITIONS MANAGEMENT INTERNSHIP
Commitment: 16 hours per week
Semesters: Spring 2021

Description: 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 and administration including the exhibition schedule, and installation coordination. The Exhibitions Management Intern could potentially have additional specific projects depending on their areas of interest, skill set, and availability.

Projects/ Assignments:
- Reviews and updates files in the exhibition archive. Creates reports of missing files and follows up with appropriate parties to retrieve missing files. Assist Exhibitions Manager with creating and updating exhibitions schedules and record keeping
- Scans and files exhibition records and organizes accordingly.
- Inputs data regarding past and future venues for traveling exhibitions.

Skills and Qualifications:
The intern will need strong organizational and communication skills to work with the exhibitions team and independently. The intern will maintain updated records of the archive, incoming exhibition, acquisition, and donation proposals
What type of training is provided?
The intern will have access to TMS object records, exhibitions files, Asana deadlines, and exhibition calendars. They will work closely with the Senior Manager of Exhibitions Planning and Installations, and the Curatorial Assistant. They will attend exhibition planning and development meetings. They may also attend installation specific meetings which include installation and collections departments.

What skills and knowledge will the intern gain by the end of this internship?
By the end of the internship the intern will gain a deep understanding of exhibition management and art administration practices as well as learn to work in project management software such as Asana, and MS Project.

FINANCE INTERNSHIP
Commitment: 16-18 hours per week
Semesters: Spring 2021

Description:
The finance intern will be assisting in the daily revenue receipts process and filing, organizing and scanning the pertaining documents.

Projects/ Assignments:
• Check membership batch against Development’s gift report as they are received.
• Assist in monthly public support reconciliation between Finance and Development (Raiser’s Edge)
• Assist in preparation of journal entries for Memberships and Admissions
• Run daily ACME reports from website and perform monthly credit card fee allocation
• Scan all checks, memberships and other supporting documentation
• File and organize daily Shop/Admission batches into filing cabinets
• File and organize statements, notices and miscellaneous documents into Finance binders
• Other duties as assigned

Skills and qualifications:
• Accounting majors preferred
• Principal accounting classes
• Basic debit/credit knowledge
• Computer proficiency
• Basic knowledge of Excel,
• Attention to detail
• Well organized

What type of training is provided?
• Basic Excel training
• Training in preparation of journal entries for Membership & Admissions
• Training in running reports from Raisers Edge and ACME

What skills and knowledge will the intern gain by the end of this internship?
Knowledge of daily revenue receipts process and how to prepare journal entries for Membership/Admissions.

GRAPHIC DESIGN INTERNSHIP
Commitment: 10-12 hours
Semesters: Spring 2021

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
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

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 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 2021

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 occasionally 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 gathering 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