RUBIN MUSEUM OF ART FALL 2019 INTERNSHIPS

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, and (4) your availability (days/times)

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.

ADMINISTRATIVE RECORDS & BOARD RELATIONS INTERNSHIP
Commitment: 5-10 hours per week
Semesters: Fall 2019

Description: The Administrative Records and Board Relations Intern will work closely with the Board Liaison to update and improve the historical, governance, and performance-metrics records.

Projects/ Assignments:
• Assist with design and build of organization-wide metric database
• Improve/enhance organization-history timeline
• Research history of trustee minutes to compile resolution record
• Research and reorganize trustee files pre-2012
• Assist with various museum interdepartmental-communication projects
• General support for the Board Liaison

Skills and qualifications:
• Required knowledge: Excel
• Excellent organizational skills and habits
• Comfort with computer file management
• Education/experience in archival or library studies preferred
• Helpful knowledge: Microsoft Suite, PowerBI, Google Sheets

What type of training is provided?
The intern will receive training in the museum’s governing and performance-metric procedures, inter-departmental collaboration processes, and various non-profit governance and trusteeship issues.

What skills and knowledge will the intern gain by the end of this internship? The intern will work closely with the office of the Executive Director, and have an expansive, behind-the-scenes, interdepartmental view of the Museum. This internship would be an excellent means of broad learning about arts and/or museum administration.

APPRENTICE MUSEUM EDUCATOR
Semester: Fall 2019 - Spring 2020
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
● Assist with management of and act as liaison between Educators and Teaching Artists.
● Provide administrative support for Fall teens program Virtual World: Teens Code.
● Develop lesson plans and curriculums for Family Sunday programs.
● Support production of annual Family Events including Losar (Himalayan New Year) and Block Party.
● Assist marketing initiatives for the department with web updates and e-mails.
● Support K-12 programs, workshops and tours.
● Prepare materials and supplies for gallery programs, workshops and tours.
● General administrative support. ● Attend educator trainings and learn about developing gallery tours

ADULT PROGRAMS
● Assist and support set-up, production, and house management of the museum’s public programs including concerts, films, talks, performances and workshops
● Research ideas for future programs, obtaining contact and/or biographical information about performers/speakers
● Conduct correspondence with artists, speakers and presenters
● Give general administrative support with marketing initiatives including creating and editing marketing materials for the museum’s website, social media, flyers, handouts, etc.
● Attend educator trainings and learn about developing gallery tours

Skills and qualifications:
● Junior/senior in college, graduate student or recent graduate preferably studying art education, museum studies or related field.
● Must have strong organizational skills. Attention to detail is necessary.
● Proficiency in Microsoft Word, Excel and PowerPoint required. Able to work independently and have strong interpersonal skills.
● An interest in South Asian, Indo-Tibetan or Himalayan studies also desired but not necessary.

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?
● Project management, curriculum planning and basic marketing skills.
● Museum education techniques paired with opportunities to teach workshops, lead tours and engage with visitors.
● Research, development and production of public programs at a cultural institutions
● Opportunity to continue beyond the initial 12-15 week AME internship

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.pdf” APPRENTICE MUSEUM EDUCATOR (AMES)
**COLLECTIONS MANAGEMENT INTERNSHIP**

**Commitment:** 12-20 hours per week  
**Semesters:** Fall 2019

**Description:**  
The Collections Management Intern works closely with the Database Administrator on updating object records. 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. Interns have the opportunity to shadow the Registrars during exhibition installations and de-installations, and to learn art storage and art handling procedures. Regular departmental projects include:

**Projects/Assignments:**
- updating objects records in the database  
- assisting with data cleanup projects  
- organizing mount/installation records  
- updating object publication records  
- cataloging the collections image archive  
- assisting art storage manager with preventative conservation projects

**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  
- 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  
- Cataloging images and editing image metadata  
- Best practices for object handling, preventative conservation and art storage procedures

**CURATORIAL INTERNSHIP – GENERAL**

**Commitment:** 10-20 hours per week  
**Semesters:** Fall 2019

**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:**
- Assisting the Curator and Curatorial Assistant update exhibition checklists  
- Researching and scanning reading materials for Curators  
- Helping with social media and blog posts related to the collection  
- Other long-term projects

**Skills and Qualifications:**  
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 receive training in exhibition database systems, and will be able to attend relevant museum meetings for assigned projects and exhibitions.

**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:** Fall 2019

**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.

**Projects/Assignments:**
- Assisting Curator with Tibetan language translation of inscriptions and texts
- Assisting Curator and Curatorial Assistant update exhibition checklists
- Researching and scanning reading materials for Curators
- Other long-term projects

**Skills and Qualifications:**
- 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.

**What type of training is provided?**
The intern will receive training in collection and exhibition database systems, and will be able to attend relevant museum meetings for assigned projects and exhibitions.

**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 and collection practices, and refined research skills.

**CURATORIAL INTERNSHIP – LIBRARY INTERNSHIP**
**Commitment:** 10-15 hours per week  
**Semesters:** Fall 2019

**Description:**
The Museum seeks a mature undergraduate, recent graduate, or graduate student to maintain the curatorial library’s sizable book collection. The Library Intern will complete a large-scale collections assessment of our library’s holdings and evaluate the organization of the collection. The candidate should be well organized with meticulous attention to detail and have experience in database management.

**Projects/Assignments:**
- Complete a collections assessment of the library’s holdings and update entries in the library database system
- Evaluate the organization of the library and implement an effective shelving arrangement for growing collection of books
- Catalog and shelve new publications; re-shelve returned books
- Assist the Curatorial Assistant with other duties as assigned

**Skills and Qualifications:**
Skills Required: a Library Science background; Experience with database management; Knowledge of cataloging and accessioning books to a library. Proficiency in MS Excel, MS Word, and MS Outlook; Familiarity with best practices for maintaining a library collections database.

What type of training is provided?
The intern will receive training in LibraryWorld Gold 3.03 and will be able to attend relevant museum meetings for assigned projects and exhibitions.

What skills and knowledge will the intern gain by the end of this internship?
By the conclusion of the internship, the intern will develop practical skills in library organization, cataloguing, and maintenance.

DEVELOPMENT OUTREACH INTERNSHIP
Commitment: 10-20 hours per week
Semesters: Fall 2019

Description: 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 Affair 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. This position is for approximately 8 hours a week.

Projects/ Assignments:
• 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
• Assist in on-site prep for Fete fundraising event
• Other duties as assigned to help support our busy fundraising efforts

Skills and 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

What type of training is provided?
• Raiser’s Edge data entry
• Raiser’s Edge querying and exporting
• Basic ACME reporting
• Mailchimp
• Customer Service

Skills and Knowledge Gained:
• Basic Raiser’s Edge skills
• Basic ACME skills
• Basic Mailchimp skills
• Improved customer service confidence, particularly on the phone
• Basic knowledge of management of large fundraising events
DIGITAL ENGAGEMENT INTERNSHIP

Commitment: 16–20 hours per week
Semesters: Fall 2019

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?
- 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?
- How to execute brand communication strategies
- How to increase and engage audiences
- Digital engagement best practices
- Experience with museum administration and cultural marketing

ENGAGEMENT: INTERPRETATION & RESEARCH INTERNSHIP

Commitment: 16-24 hours per week (2 days on site, 1 day on or off site)
Semesters: Fall 2019

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

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?
- 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?**

• Interpretation strategy for various museum spaces
• Visitor engagement strategies
• Ability to provide interpretive tour of exhibition spaces

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

**Commitment:** 16 hours/2 days per week – Fridays preferred though not required

**Semesters:** Fall 2019

**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.

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**EDUCATION: AUDIENCE ENGAGEMENT AND EVALUATION INTERNSHIP**

**Commitment:** 8 – 16 hours per week

**Semesters:** Fall 2019

**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/2 days per week – Thursdays preferred though not required

**Semesters:** Fall 2019

**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: Fall 2019

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:
• 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:
• Junior or senior in college or a graduate student, preferably studying art education, museum studies or related field
• Must have strong organizational skills, attention to detail is necessary
• Proficiency in Microsoft Word, Excel and PowerPoint required
• Able to work independently and have strong interpersonal skills
• An interest in South Asian, Indo-Tibetan or Himalayan studies also desired

What type of training is provided?
Training in project management, curriculum planning and basic marketing skills. Exposure to museum education techniques paired with opportunities to teach workshops, lead tours and engage with visitors. Assist and support Teaching Artists to gain experience within a classroom or educational setting.

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

EXHIBITIONS MANAGEMENT INTERNSHIP
Commitment: 16 hours per week
Semesters: Fall 2019

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:
- Assist with maintaining the exhibitions archive
- Assist Exhibitions Manager with creating and updating exhibitions schedules and record keeping
- Help Exhibitions Manager with the traveling exhibitions database
- Other long-term projects

Skills and Qualifications:
Administrative, databases or excel experience a plus.

What type of training is provided?
The intern will receive training in collection and exhibition database systems, and will be able to attend relevant museum meetings for assigned projects and exhibitions.

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.

GRAPHIC DESIGN INTERNSHIP
Commitment: 10-12 hours
Semesters: Spring 2019

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.

PUBLIC RELATIONS INTERNSHIP
Commitment: 16–20 hours per week
Semesters: Fall 2019

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.

Projects/ Assignments:
- Research for press and marketing initiatives
- Expand media contact lists
- Track and report press coverage
- Help assess success of email campaigns
- Contribute ideas to marketing brainstorms

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?
• 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