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

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

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

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

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

How to apply:
Please write a one-page cover letter which specifies (1) which internships you are applying for, (2) your relevant qualifications, (3) your interest in the Rubin Museum of Art, and (4) your availability (days/times). **Please list the internship you are applying for in the subject of your email.**

Please email your resume and cover letter to:
AVAILABLE INTERNSHIPS:

CURATORIAL INTERNSHIP – GENERAL
Commitment: 10-20 hours per week
Semesters: Fall 2016
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work and upcoming exhibitions that focus predominantly on Himalayan art and material culture. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.
Skills Required: East Asian Languages and Cultures, South Asian Studies, Tibetan Studies, Asian Art History, or Religious Studies research skills focusing on the Himalayan region.
Skills Desired: Reading and writing knowledge of Chinese, Sanskrit or Tibetan; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

CURATORIAL INTERNSHIP – TIBETAN LANGUAGE
Commitment: 10-20 hours per week
Semesters: Fall or full academic year
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research, occasionally in Tibetan language, and provide support for curatorial work and upcoming exhibitions that focus on Himalayan art. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.
Skills Required: East Asian Languages and Cultures, South Asian Studies, Tibetan Studies, Asian Art History, or Religious Studies research skills focusing on the Himalayan region.
Skills Desired: Reading and writing knowledge of Tibetan; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

CURATORIAL INTERNSHIP – SOUTH ASIAN ART
Commitment: 10-15 hours per week
Semesters: Fall 2016
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work for upcoming exhibitions that focus on South Asian art. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.
Skills Required: South Asian Studies or South Asian Art History research skills
Skills Desired: Reading and writing knowledge of Hindi, Sanskrit or other South Asian language; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

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

Duties:  

Semesters: Fall or Full Academic Year  
Academic Level: Mature undergraduate, recent graduate, or graduate student  
Description: This Intern should have a strong Library Science background, knowledge of cataloging and accessioning books to a library. S/he would be responsible for maintaining library database system (LibraryWorld Gold 3.03), cataloging new books, checking in and out books from the system, returning books to the shelves, assisting in ordering new books, and generally maintaining the Library and its organization.  
Skills desired: Knowledge of library sciences & ability to organize and order books  

COLLECTIONS MANAGEMENT INTERNSHIP  
Commitment: 2 days per week  
Semesters: Fall 2016  
Positions Available: 1  
Description: Intern will work closely with the Associate Registrar of Exhibitions, Assistant Registrar for Collections & Exhibitions, Database administrator and Art Storage Manager on various projects.  
Tasks and assignments may include: updating object records in the museum database, shadowing registrars in the galleries during exhibition install and de-installs. The Collections Department is currently undertaking a large scale project, which entails considerable documentation and cataloguing, for which the intern will be involved.  
Skills desired: MA student or recent graduate in Museum Studies, Museum Professions, Library Science, or other field related to museum collections management. Interest in Himalayan art a plus.  

COMMUNICATIONS/MEDIA RELATIONS INTERNSHIP  
Commitment: 2-3 days per week  
Semesters: Fall 2016  
Positions available 1  
Description: Media Relations Interns perform functions critical to communicating the Rubin Museum’s mission and offerings to members of the media, as well as assisting with digital outreach via Rubin Museum social media channels. The Media Relations intern will learn about institutional voice, communications strategy, media relations best practices, and digital engagement.  
Tasks include: Creating and managing lists in Excel; internet research; drafting copy for use in social media, some data entry.  
Skills Required: Internet research skills and proficiency in Excel, Outlook, Word, and familiarity with Social Media/Blogging.  

EDUCATIONAL RESOURCES INTERNSHIP  
Commitment: Approximately 10-12 hours per week  
Semesters: Fall 2016  
Positions Available: 1-2  
Academic Level: Mature undergraduate, recent graduate, or graduate student  
Description: Educational Resources intern will work with the Coordinator of Interpretive Materials to support, the planning, organizing, conceptualizing and implementing a wide range of educational resources for both internal staff and Rubin Museum visitors.  
Duties may include, but are not limited to:  
- Assisting with the creation of online resources  
- Organizing and editing training footage and resources internal staff resources web pages.  
- Assisting with the creation of audio tour materials (recording, transcribing)  
- Assisting with the creation of social media content
Skills: Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Demonstrated interest in K-12 learning, museum education, and the visual arts. Excellent phone communication and interpersonal skills, exemplary writing and research abilities. Experienced multi-tasker. Proficiency in Excel and Word is necessary. Skills and interest in museum multimedia preferred. Experience in web publishing programs like WordPress are highly desirable. Please send resume and cover letter to Jamie Lawyer, Coordinator, Interpretive Materials at jlawyer@rubinmuseum.org.

EDUCATION: SCHOOL PROGRAMS INTERNSHIP

Commitment: 10-15 hours per week
Semester: Fall 2016
Position Available: 2

Description: The School Programs intern will work with the School Programs team to support the planning, organization, and implementation of a wide range of programs for K-12 students. He or she will also support the Visitor Experience Department and other staff members and volunteers who lead K-12 Thematic Tours. Please visit www.rubinmuseum.org/schoolprograms to learn more about these offerings.

Responsibilities may include, but are not limited to:

- Gaining familiarity with museum content through gallery observations, staff trainings, and personal research
- Preparing materials and supplies for PreK-12 gallery programs
- Preparing and leading PreK-12 tours of the galleries
- Assisting with the planning and organization of the Fall School Tour Training for new staff and docents
- Supporting and assisting on-site K-12 Art Workshops
- Supporting and assisting in offsite programming, including school residency programs and family events
- Developing lesson plans and itineraries for use on the Rubin Museum website
- General administrative support including helping with a fall physical mailing
- Other related duties as assigned

Qualifications:

- Mature undergraduate, recent graduate, or graduate student
- Teaching experience, in a classroom, a museum or in a non-traditional setting, is strongly preferred
- Demonstrated interest in PreK-12 learning, museum education, and the visual arts
- Excellent communication and interpersonal skills
- Exemplary writing and research abilities
- Fluent use of MS Office
- Must be available between the hours of 10am and 12pm at least two days per week
- Applicants who can commit to a full school year will be giving preference

FAMILY PROGRAMS INTERNSHIP
Commitment: 16 hours per week
Semesters: Fall 2016
Number available: 2

Academic Level: Mature undergraduate, recent graduate, or graduate student Description: Under the guidance of the Family Programs Coordinator, the Family Programs Intern will help plan and assist in the teaching of one or more ongoing weekly programs. Tasks include: Coordinating and teaching Family Programs workshops, assisting with studio and office management, materials preparation, curriculum development, outreach and research.

Skills Required: Strong interest in art education, early childhood education, informal education, arts administration, or Asian art.

Desired (not required): Familiarity with Microsoft Word, Excel, and Photoshop; strong organizational, writing, and interpersonal skills.

INTERPRETATION RESEARCH AND ADMINISTRATION INTERNSHIP

Commitment: 16 hours/2 days per week (Thursdays and Fridays required—includes evening hours)
Semesters: Fall 2016

Description: The Interpretation Research and Administration Internship will work with the Manager of Visitor Experience and Access Programs to research Himalayan art and culture as well as upcoming exhibitions in support of a rigorous staff Guide and volunteer Docent training program. In addition, the Interpretation Research and Administration Intern will prepare training materials and documentation and assist heavily with the administrative needs of a department of 40 museum educators.

Duties may include (but are not limited to):
- Web and publication research on certain areas of study relating to Himalayan art and culture
- Compilation of training materials and training calendars
- Preparation of promotional flyers and email blasts for Visitor Experience tour programs, general outreach for tour program offerings
- Archiving exhibition training materials

Qualifications: Bachelor’s or Master’s degree preferred. Must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word, Excel and PowerPoint required, and familiarity with internet search and research engines (JSTOR, LexisNexis, etc.) ideal (though not required). An interest in South Asian, Indo Tibetan or Himalayan studies or art history also desired.

PROGRAMS AND ACADEMIC INTERNSHIP

Commitment: Approximately 20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of three months.

Semesters: Fall 2016

Description: The Programs and Academic intern assists with a variety of departmental needs in its production of lectures, gallery programs, films and adult workshops. The intern will be involved in three distinct areas of work:
1) Event production,
2) Program administration, and
3) Research and writing relating to future events. He/she may also have specific projects to spearhead during their time here depending on interests, skill set, and availability.

Position Available: 2

Tasks Include:
- Assisting with set-up, production, and house management of the museum’s public programs, including lectures, gallery programs, films and adult workshops.
- Researching ideas for future programs, and obtaining contact and/or biographical information about speakers, writing brochure copy, etc.
- Creating and proofreading marketing materials for events, such as social media, print flyers, emails, website text, PowerPoint displays, etc.
- Correspondence with presenters.

**Skills:** Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience with or interest in event production or the performing arts is preferred. Experience and/or demonstrated interest in marketing is a plus.

Excellent writing skills and the ability to conduct efficient research are both desired.

Proficiency in social media, PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

To Apply: Send resume and letter of interest to: volunteersandinterns@rubinmuseum.org. In the subject headline, note

**FILM PROGRAMS INTERNSHIP**

**Commitment:** Approximately 20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of three months.

**Description:** The Film Programs intern assists with all film screenings, including Cabaret Cinema, film premiers and weekend film screenings. The intern will research film guest speakers, develop thematic film series in relation to Rubin exhibitions and host some film events.

The candidate will be needed for evening and weekend films. Must be very detailed oriented.

**Semesters:** Fall 2016

**Position Available:** 1

**Duties may include (but are not limited to):**
- Research speakers to introduce films
- Assist with theatre logistics and program implementation; host certain events
- Update and manage museum visitation reports
- Assist with a range of administrative duties as assigned

**Qualifications:** Undergraduate students accepted, MA students preferred, with an interest or expertise in Film, Public Programming, Museum Education, Art History, and Asian Studies, with strong computer, organizational, design, and interpersonal skills, as well as effective reading and writing skills. Must be able to work on a PC with proficiency in Microsoft Word, Excel, and PowerPoint. Candidate requires strong public speaking skills and an interest in film history including classic and international films.

**Skills:** Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience with or interest in event production or the performing arts is preferred. Experience and/or demonstrated interest in marketing is a plus.

Excellent writing skills and the ability to conduct efficient research are both desired.

Proficiency in social media, PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.
PUBLIC PROGRAMS INTERNSHIP

Commitment: Approximately 20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of five months.

Semesters: Fall 2016

Description: The public programs department is seeking an intern to assist with a variety of departmental needs in its production of performances, concerts, talks and events. The intern will be involved in three distinct areas of work: 1) event production, 2) program administration, and 3) research and writing relating to future events. He/she may also have specific projects to spearhead during their time here depending on interests, skill set, and availability.

Tasks Include:
- Assisting with set-up, production, and house management of the museum’s public programs, including concerts, movies, talks and performances.
- Researching ideas for future programs, and obtaining contact and/or biographical information about performers/speakers, writing brochure copy, etc.
- Creating and proofreading marketing materials for events, such as social media, print flyers, emails, website text, PowerPoint displays, etc.
- Correspondence with presenters.

Skills: Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience with or interest in event production or the performing arts is preferred. Experience and/or demonstrated interest in marketing is a plus. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in social media, PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

To Apply: Send resume and letter of interest to: volunteersandinterns@rubinmuseum.org. In the subject headline, note “Public Programs Internship.”

PUBLICATIONS INTERNSHIP

Commitment: 10-15 hours per week

Semesters: Fall 2016

Positions Available: 1

Academic Level: Mature undergraduate, recent graduate, or graduate student.

Description: Under the guidance of Rubin Museum Publisher, Publications Intern will coordinate image acquisition, bibliographic integration, manuscript approval stages, and other tasks related to an exhibition and publication on Tibetan Medicine. Work may involve website content development. Work with editor on content management system and enews letter. Must have research and editorial abilities. The candidate should be well-organized, with attention to detail, and good computer skills.

Skills Required: Proficiency in MS Excel, Photoshop, and MS Word.

HIMALAYAN HERTIGAGE GROUP OUTREACH INTERN

Commitment: 5-10 Hours per week, flexible

Semester: Fall 2016
Position Available: 1
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: The Himalayan Heritage Group at the Rubin Museum is a free, monthly meet-up group dedicated to providing opportunities, programming, and access to the Himalayan community and friends in the New York City area. The Outreach Intern will assist in building and maintaining relationships with various community groups and organizations, maintain and expand our contact database, and provide administrative and artistic support in hosting our events, as well as a creative voice in our planning and execution. Generally, Himalayan Heritage Group events meet on the first Friday evening of every month. Applicant must be available to work Friday evenings once a month, as well as during the work day either once or twice a week.
Qualifications: Ideally conversant in Tibetan or another Himalayan language, highly self-motivated, experience and/or ties with Himalayan and related communities in the New York City area, and proficient in Microsoft Outreach and Excel.