

Rubin Museum of Himalayan Art Internships

The Rubin Museum of Himalayan Art is a global museum dedicated to presenting Himalayan art and its insights through exhibitions, participatory experiences, a dynamic digital platform, and partnerships.

Rubin interns receive a \$600 monthly stipend and students can receive school credit if applicable. Internships are hybrid or remote and can be for a semester or a full year.

How to Apply

- Write a cover letter, which specifies (1) the internship for which you are applying, (2) your relevant qualifications, and (3) your interest in the Rubin.
- 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 be named:

“SMITHJ_coverletter.pdf” and “SMITHJ_resume.pdf”

- Email subject: Name of Internship & Your Name
- Email your resume and cover letter to the email listed in the appropriate description below and copy volunteersandinterns@rubinmuseum.org

Due to the high volume of applications, only those selected for interviews will be contacted.

Application Deadlines

- Full Academic Year (September through May): due by July 31
- Fall Semester (September through December): due by July 31
- Spring Semester (January through May): due by November 27
- Summer (mid-May through mid-August): due by April 15

Apprentice Museum Educator (AMEs)

Commitment: Approximately 15 hours per week; Minimum of one semester, maximum of one year

Email: education@rubinmuseum.org and copy volunteersandinterns@rubinmuseum.org

Description: The Apprentice Museum Educator (AME) program at the Rubin Museum of Himalayan Art provides practical skills to university students or recent graduates interested in future careers in the arts, specifically programming and museum education for school and family audiences. 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.

Skills and Qualifications

- Strong organizational skills and attention to detail is necessary
- Proficiency in Microsoft Word, Excel, and PowerPoint required
- The ability to work independently and on a team
- Strong interpersonal skills
- Interest in youth education

- Experience working with kids in some capacity is preferred
- Interest in South Asian, Indo-Tibetan, or Himalayan studies is desired but not necessary

Collections Management Internship

Commitment: 12-20 hours per week

Email: Michelle Bennett-Simorella mbennett@rubinmuseum.org and copy volunteersandinterns@rubinmuseum.org

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) and learn about art storage and art handling procedures.

Projects and Assignments

- Updating object 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 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

Training 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

Curatorial Internship

Commitment: 10–20 hours per week

Email: Elena Pakhoutova epakhoutova@rubinmuseum.org and Karl Debreczeny kdebreczeny@rubinmuseum.org and copy volunteersandinterns@rubinmuseum.org

Description: The Rubin Museum of Himalayan Art seeks a mature undergraduate, recent graduate, or graduate student to work under the guidance of Rubin 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.

Projects and Assignments

The Curatorial Intern will assist the Curators 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 blog/social media posts in relation to exhibitions and/or collection objects with the assistance of the Curator. Interns will study objects planned for exhibition, research collections for possible objects to be included, and help the curator with curatorial matters, all related to the 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
- Proficiency in MS Excel, MS Word, and image software (Photoshop) and excellent writing skills
- The candidate should be well organized, with good attention to detail
- Knowledge of working with images, and familiarity with scanning and editing software

Training Provided

- The intern will have access to TMS object records, and exhibitions files and will receive training in exhibition database systems
- Interns may attend an Exhibition Development Meeting for their projects, which includes Design, Collections, A.V., and Interpretation Departments

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

- Interns will gain effective communication and organizational skills working closely on tasks assigned by the Curator
- Interns will have a better understanding of curatorial practices
- Interns will have more refined research skills

Graphic Design Internship

Commitment: Summer (mid-May through mid-August) 12-18 hours per week

Email: KJ Bowen kbowen@rubinmuseum.org and copy volunteersandinterns@rubinmuseum.org

Description: The Rubin Museum of Himalayan Art's in-house creative team is seeking a graphic design intern to assist in the Marketing & Communications Department. The intern will work closely with the Marketing & Communications team and report directly to the Head of Graphics & Branding.

Projects and Assignments

- Weekly image resizing for website and social, as well as for collection images
- Assist with online advertising for the Museum
- Creating multi-media for our social accounts (video, audio)
- Assist in editing Museum's Graphic Design process document
- Create Himalayan Artist master document, as well as source up and coming artists from the Himalayan region for use in Spiral, our online and printed publication
- Assist in file organization
- Other potential video editing projects

Skills and Qualifications

- Must submit strong portfolio website showing design work (applications without a portfolio link will not be considered)
- Is a Junior or Senior in an accredited college or university
- Has strong knowledge of the Adobe Suite, image editing and how to make color corrections
- Has a strong eye for layout design and composition, typography, current design trends
- Is detail-oriented, organized, and has excellent time management
- Has an understanding of print and digital design production processes
- Is an independent self-starter and can multi-task
- Has great communication skills and is an active team player
- Has proficiency in Google Docs, Word, Powerpoint, Microsoft Word, Keynote, Asana, Figma, Canva, Social media platforms.

- Portfolio showing video-editing (Premiere) or motion graphics (After Effects) is a plus

Training Provided

Throughout the internship, interns will have the opportunity to assist their supervisors within Marketing & Communications Department working on advertising, graphic identities, web updates, and social media posts. Interns will join team meetings and planning sessions and when possible, larger cross-departmental meetings.

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

- Designing for target audiences
- Implementing identity guidelines across all platforms
- Learn about the difference in image production for digital and print
- Effective communication, how to discuss project scopes, build timelines, and take projects from start to finish with internal staff
- Brand identity and what it takes to maintain an active digital brand

Marketing & Communications Internship

Commitment: Summer (mid-May through mid-August) 16-20 hours per week

Email: Candice Cirilo Ccirilo@rubinmuseum.org and copy volunteersandinterns@rubinmuseum.org

Description: The Marketing & Communications Intern will work closely with the Marketing & Communications team to support the promotion of the Rubin and its projects and exhibitions. The intern will assist with press and media tracking, social media content development, and digital engagement efforts, and research strategies to increase the Museum's effectiveness in the digital arena. Through this work, the intern will learn about institutional voice, communications strategies, media relations best practices, and the broader role of a marketing and communications department within an arts nonprofit.

Projects and Assignments

- Assist with press tracking and media monitoring, including managing digital press clippings
- Research journalists and assist with expanding media contact list
- Draft social media content, including platform-specific caption variations
- Pull relevant social media metrics for internal reports
- Support initiatives across social media platforms and website
- Assist with search engine optimization (SEO) and website content updates
- Track and share relevant industry and cultural marketing trends
- Support ongoing marketing and communications projects as needed
- Contribute ideas to team brainstorming

Skills and Qualifications

- Familiarity with major social media channels, including Instagram, Facebook, and LinkedIn
- Strong writing and communication skills
- Detail-oriented with strong organizational skills
- Exceptional research skills
- Interest in cultural marketing, museums, Himalayan art, ideas, culture, or nonprofit marketing
- Prior internship or work experience in a related field preferred

Training Provided

Throughout the internship, the intern will receive hands-on training in the daily workflows of the Marketing and Communications department. Interns will work closely with their supervisor and team members on marketing projects, gaining experience in press tracking, search engine optimization (SEO), social media management, and digital engagement strategies. Interns will 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 Editorial and Digital Content and Development teams and interns can expect occasional

interaction with staff from these departments.

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

- Knowledge of brand messaging and content strategy
- How to increase and engage audiences
- Digital engagement best practices
- Experience with museum administration and cultural marketing
- SEO best practices
- How to gather and analyze digital engagement metrics (social media, website, and email)
- Social media management and knowledge of publishing software (Sprout Social)
- How to monitor press coverage
- Project management software (Asana)