

## Rubin Museum of Himalayan Art Internships

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 Himalayan regions. Interns receive a \$600 a month stipend from the Museum and students can receive school credit if applicable. Currently, internships are hybrid or remote.

**How to apply:** Write a 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](mailto:volunteersandinterns@rubinmuseum.org)

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

### Deadlines for Internship Applications

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

Academic Year (September through May): due by July 31

### Apprentice Museum Educator (AMEs)

**Commitment:** 10-12 months

- Approximately 15 hours/week, 3 days a week/weekdays plus some weekends for events

**Email:** [volunteersandinterns@rubinmuseum.org](mailto:volunteersandinterns@rubinmuseum.org)

**Description:** The Apprentice Museum Educator (AME) program is a position that teaches 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 and/or adult audiences. Participants develop an understanding of facilitating teaching programs and museum administration.

### School & Family Programs AME

The Apprentice Museum Educator (AME), School and Family track will have an interest 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.

**Availability:** School & Family Programs: Monday, Wednesday, Friday: 10 AM–5:00 PM (days and times negotiable)/Weekends as needed.

## Adult Programs AME

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, programming and museum education for school and families and/or adults. Participants develop an understanding of gallery teaching, facilitation of public programs, and museum administration.

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

### **Training to be provided:**

AMEs get 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
- Interest in South Asian, Indo-Tibetan or Himalayan studies is also desired but not necessary

## Collections Management Internship

**Commitment:** 12-20 hours per week

**Email:** [volunteersandinterns@rubinmuseum.org](mailto: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). Interns also have the opportunity to learn art storage and art handling procedures.

### **Projects/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 to be 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:** [volunteersandinterns@rubinmuseum.org](mailto:volunteersandinterns@rubinmuseum.org)

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

**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 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 to be 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:** 12-16 hours per week

**Email:** [volunteersandinterns@rubinmuseum.org](mailto:volunteersandinterns@rubinmuseum.org)

**Description:** The Rubin Museum of Art 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.

**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
- Portfolio showing video-editing/knowledge or motion graphics/knowledge is a plus

**Training to be provided:**

Throughout the internship, interns will have the opportunity to assist their supervisors working on advertising, graphic identities for programs, web updates. 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