RUBIN

Museum of
Himalayan Art

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; Jon Lutz jlutz@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

Editorial and Digital Content Internship

Commitment: 16-24 hours per week
Semesters: Spring 2027
Email: kkeramidas@rubinmuseum.org and swoydak@rubinmuseum.org and copy volunteersandinterns@rubinmuseum.org

Description: The Editorial and Digital Content Intern will work with the Head of Digital Content and Strategy and the rest of the Editorial and Digital Content (EDC) team on projects across the Rubin's various digital platforms. Major platforms include
• How Rubin Web Site: website for contemporary and traditional Himalayan art that includes Spiral editorial content, Rubin collection, and other informational pages and section
• Project Himalayan Art: digital learning platform that contains object essays, theme pages, a digit exhibition, teaching resources, glossary, and a wide array of media content
• Bloomberg Connects: audio-guide platform with audio content for current and archived audio tours and other aural experiences

Projects/ Assignments
• Maintaining and updating of Rubin and Project Himalayan Art web sites (Wordpress)
• Work with EDC staff on development of text, audio, video, and interactive content for Spiral, Project Himalayan Art, and other initiatives
• Database management (AirTable, TMS)
• Develop and archive audio guides (Bloomberg Connects)
• Research, on and offline of exhibition and digital content related materials

Skills and Qualifications
Must have strong work ethic, ability to work independently and meet deadlines in a very organized and fast-paced environment. Bachelor's degree preferred, candidate for Master's degree or Master's degree a bonus. Must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Office and Google Apps required, familiarity with project management tool

such as Asana and Slack preferred. Knowledge of creative, database, and content management tools, such as Adobe Creative Suite, AirTable, and Wordpress, a strong bonus.

What type of training is provided?
• Training on productivity and web development tools such as AirTable and Wordpress to develop and maintain Rubin digital content
• Training in the different steps of ideation, development, and deployment of digital tools
• Training in tools and collaborative process used in creating audio, video, and interactive content

What skills and knowledge will the intern gain by the end of this internship?
• Ability to work within and develop editorial content workflows
• Ability to work on multimedia digital projects
• Knowledge of contemporary content management systems and their application in cultural heritage environments

Development, Institutional Philanthropy Internship (Spring 2017))

Commitment: 8-12 hours per week; Spring Semester (January through May 2027)
Email: Jknopf Jknopf@rubinmuseum.org; and copy volunteersandinterns@rubinmuseum.org

Description: The Development (Institutional Philanthropy) Intern works with the Manager, Institutional Philanthropy and the Development team to learn about and support the Rubin Museum's institutional fundraising efforts. The internship will provide hands on experience in foundations, corporations, government relations for the Rubin's multiyear initiatives and campaigns, annual programs, and new global and digital projects. The Manager will supervise the intern and incorporate them into the department's work.

Projects and Assignments
- **Prospect research and database support:** Research and update institutional and government contacts in our Salesforce database; conduct prospecting using Candid and Instrumentl; including exploring AI tools to streamline foundation prospecting; identify strong prospects, research connections, and recommend and support outreach strategies.
- **Grant writing:** Support the preparation of draft outreach materials to prospective funders and contribute as assigned to foundation grant applications
- **Grant strategy:** Assist the Development team to support stewardship and cultivation strategies. Assist with development operations as needed.

Skills and Qualifications
- Enrolled in a bachelor's or graduate program
- Interest in learning about philanthropy, research, and arts administration
- Strong organizational, research, and writing skills
- Must be a team player, detail oriented, and able to manage multiple tasks
- Interest in art, museum studies, and/or Asian philosophies a plus
- Familiarity with Microsoft Office applications
- Ability to maintain discretion and confidentiality

Training Provided
- Prospecting and proposal/report writing
- Salesforce and online philanthropy databases (Candid)
- Development workflows
- Project management and communication tools, including Asana and Slack

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

- Fundraising strategies for arts institutions
- Prospecting and proposal-writing experience
- Familiarity with development workflows and museum operations
- Project and time management skills