

# INTERNSHIP OPENINGS

## FALL 2019 (September 9- December 9)

*For full internship program guidelines, application procedures and deadlines, visit [www.phxart.org/education/interns](http://www.phxart.org/education/interns)*

All internship applications are due **online only** by 11:59pm, Friday, July 26, 2019.  
Apply online @ [www.phxart.org/education/interns](http://www.phxart.org/education/interns)  
Questions? Email [Briauna.Tutwiler@phxart.org](mailto:Briauna.Tutwiler@phxart.org)

### **CURATORIAL – CONTEMPORARY**

Are you a wordsmith? Are you passionate about art and research? Gain an intensive introduction to a museum's curatorial department by supporting the Curatorial Associate of Contemporary Art with upcoming publications and exhibitions. Participate in the daily work of the curatorial department, including collection stewardship, exhibition planning, preparation of catalogues and other publications, acquisitions, research, and administrative tasks.

#### *What we're looking for:*

- Undergraduate, graduate students, or recent graduates
- B.A., M.A., or Ph.D. in art history, architectural history and theory, museum studies

#### *What you'll be doing:*

- Conduct ongoing curatorial research for upcoming exhibitions and permanent collection
- Assist with the installations of Cardiff and Miller: Spoken Sound and Legends of Speed exhibitions
- Contribute to the daily administrative tasks of the curatorial department including gallery labels, responding to exhibition and artist proposals, and database management

#### *What you'll need:*

- Academic coursework that shows a demonstrated knowledge and commitment to art history
- Excellent communication, interpersonal, and organizational skills
- Ability to take initiative and work independently
- Strong attention to detail
- Knowledge of collection management software, TMS (The Museum System), a plus!

More information: <http://www.phxart.org/education/interns>  
Apply online: <https://phxart.typeform.com/to/znc5aG>

## **EDUCATION – ART ENGAGEMENT PROGRAM**

Do you want to learn how to make museums inclusive and accessible to visitors of all abilities? The Arts Engagement Program (AEP) is an innovative model program that brings the benefits of the visual arts to adults with mild to moderate stage dementias and their care partners. Assist Phoenix Art Museum's Education Department with accessibility research and development, and gain experience with programs integrating art and functional needs.

### *What we're looking for:*

- Upperclassmen, graduate students, or recent graduates
- Art education, museum studies, art history, disability studies, nonprofit, public service/public policy, social services, art therapy, studio art, health, nursing, pre-med and related majors

### *What you'll be doing:*

- Assist with the development and implementation of AEP's art studio component, under close supervision with the program's teaching artist and Museum Education staff
- Provide logistical and programmatic support to the AEP program
- Develop and lead an in-gallery activity for AEP participants
- Support ongoing efforts to audit and make recommendations for ways the Museum can be more welcoming to all visitors by researching ADA compliance and benchmarking other museum accessibility programs
- Help to prepare and implement accessibility accommodations for people with disabilities
- Attend all Art Engagement Program (AEP) session

### *What you'll need:*

- Working knowledge of survey programs (Survey Monkey, Typeform, Quick Tap) and Excel
- Basic understanding of accessibility issues is preferred
- Excellent communication skills
- Must be willing to use telephone

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## **MARKETING - ADVERTISING & EDITORIAL**

Are you looking for real-life marketing and communications experience? Do you enjoy writing? Are you a designer? Coordinate print publications, advertising, public relations, and First Fridays in this unique opportunity to learn all facets of the advertising, editorial, and event process at Phoenix Art Museum. Support the efforts of the Marketing and Communications department while building your experience on a number of platforms and projects.

### *What we're looking for:*

- Currently enrolled in a higher education program or recently graduated
- Communication, design, design production management majors, public relations, English, creative writing, literature, marketing, journalism, or related field of study

### *What you'll be doing:*

- Fact check and proof articles for PhxArt Magazine
- Create content for Visitor Guide
- Write blog posts for new PhxArt Museum website
- Write copy suites for upcoming exhibitions
- Draft museum social media posts
- Draft Museum emails in Mailchimp
- Field media requests
- Create digital comms reports

### *What you'll need:*

- Three writing samples
- Microsoft Office (Word, Excel, PowerPoint) experience required
- Knowledge of Creative Suite, Basecamp, and/or event-organizing is an advantage
- Strong organizational skills, attention to detail, and a positive attitude!

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## **REGISTRATION**

Get exposed to many aspects of museum registration and collections management. This is a “hands-on” experience where you’ll assist the Registration staff with exhibition and collections management related tasks.

### *What we’re looking for:*

- Undergraduate or recent graduate
- Art history or museum studies majors, or a related field

### *What you’ll be doing:*

- Tasks related to the installation and de-installation of exhibitions
- Recording the condition of artwork
- Assisting with inventories of collections
- Performing collection research and responding to inquiries about the collection
- Data entry and clean-up of the Museum’s collections management database, TMS (The Museum System)

### *What you’ll need:*

- Previous experience working with a museum collections management database (preferably TMS) is a plus
- Intermediate to advanced proficiency with MS Office is preferred
- Must be comfortable performing data entry for extended periods of time
- Registration projects require attention to detail and the ability to work independently
- Due to the confidential nature of the information stored in the Registrar’s Office, discretion is essential and a background check is required
- A flexible schedule

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