

# Internship Openings

## Fall 2015

*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 no later than August 10, 2015**  
**Apply Online @ [www.phxart.org/education/interns](http://www.phxart.org/education/interns)**

### ***Curatorial – Latin American Art***

**Education:** Undergraduate, recent graduate, or graduate students

**Major/area(s) of study:** Art History, Studio Art

**Primary purpose:** To aid the Latin American Art department with the research and preparation of upcoming exhibitions and projects. Intern must be able to take direction well, but must be comfortable working on projects on his/her own, once direction has been given by the department.

**Essential functions:**

During the time of the internship, the department will be working on two exhibitions: Horacio Zabala and a survey exhibition from the MAM-SP Collection in Brazil. Additional functions typical of the position include:

- Research/compile information regarding artworks, time period and artists represented in exhibitions and/or are part of the permanent collection
- Prepare drafts of object labels for works in the permanent collection
- Continue the documentation of the permanent collection
- Other duties as needed, depending on the Intern's schedule

**Special skills/physical requirements:** Background coursework in Latin American art or general art history is required. Intern must have good problem-solving and organizational skills. Knowledge of Spanish language is an asset. Though graduate students are preferred for the position, exceptional undergraduates will also be considered.

### ***Development – Circles of Support***

**Education:** Undergraduate or Graduate student

**Major/area(s) of study:** Business Administration, Marketing, Fine Arts, Museum Studies, Non-Profit management or other hospitality or business related field

**Primary purpose:** The intern's primary purpose is to learn donor management through the vehicle of major-donor membership program. The intern will learn philosophies and practical applications such as retention and cultivation while supporting Development with ongoing research projects, fundraising initiatives, and events.

**Essential functions:**

Development interns assist in planning and implementing several member events, aspects of catering, guest management, décor and event timelines. The intern will also assist with day-to-day Development operations such as research, using Raiser's Edge software, researching other museum policies, preparing reports and other departmental projects as needed.

**Special skills/physical requirements:**

Familiarity with MS Office is required. Previous knowledge of Raiser's Edge preferred, but not required. Intern should be detail-oriented in an office environment, naturally outgoing, confident and attentive during interactions with donors. The intern will be asked to work individually and as part of a team. Excellent customer service skills are a high priority. This internship requires a background check. A high level of discretion is needed for dealing with confidential information. Some weeknight availability is required.

### ***Education - Library***

**Education:** Undergraduate, Graduate student, or recent graduate

**Major/area(s) of study:** General with desire to pursue Library Science or Information Studies

**Primary purpose:** Assist the Librarian with catalog maintenance to ensure proper accessibility for patrons using the OPAC, while also gaining experience with reference and instruction by assisting Library patrons.

**Essential functions:**

- Assist the Librarian with item record maintenance working in the ILS, Polaris. This includes reviewing bibliographical records, item records, specified collections, and call numbers. All collections in the Library need to be reviewed for accuracy.
- Assist Librarian with organizing and cataloging Phoenix Art Museum's serials.

**Special skills/physical requirements:** Must be able to push, pull or lift 25lbs. Experience working in customer service. Knowledge navigating Integrated Library System (ILS) and Online Public Access Catalog (OPAC). Coursework in cataloging a plus, but not necessary. Candidates from The University of Arizona, San Jose State University, and The University of Texas encouraged to apply.

### ***Education - School Programs***

**Education:** Undergraduate (Junior or senior standing) or Graduate student

**Major/area(s) of study:** Art Education, Elementary Education, Museum Education, Museum Studies

**Primary purpose:** Gain an understanding of the role of museum educators by participating in the development of K-12 educator resources for arts integrated learning.

**Essential functions:**

- Conduct project-based research to evaluate educator needs
- Participate in the conversion of past poster curriculum to online educator art guides: review/revise/consolidate existing materials to align with current AZ curriculum and arts standards, and develop additional, online materials to support arts integrated learning.

**Special skills/physical requirements:** Interest in becoming a museum educator. Coursework or past experience in art education, museum education or museum studies, or elementary education desired. The preferred candidate is energetic, resourceful, and motivated, with excellent writing, research, and communication skills, attention to detail, ability to multitask, and a strong capacity to work independently.

## ***Marketing – Social Media & Digital Marketing***

**Education:** Undergraduate (junior or senior status preferred)

**Major/area(s) of study:** Communication, Marketing, Public Relations, Advertising

**Primary purpose:** Learn to use digital marketing to effectively communicate on behalf of a non-profit organization and to build integrated, efficient and effective campaigns that utilize a mix of digital marketing tools to achieve a desired outcome.

**Essential functions:**

- Learning Google AdWords and assisting management of a \$10,000 allocation & Analytics tools.
- Creating and running a social media campaign and reporting its effectiveness

**Special skills/physical requirements:** Amateur to novice video editing ability. Strong written communication skills and familiarity with various social media platforms including Facebook, Twitter and Instagram is required. Pinterest knowledge is a plus. Ideal intern has either volunteered in a museum environment or is a quick learner with strong attention to detail.

## ***Registration***

**Education:** Undergraduate, graduate student or recent graduate with a t least a 3.0 GPA

**Major/area(s) of study:** Art History or Museum Studies

**Primary purpose:** The intern will be exposed to many aspects of museum registration and collections management. Internships in the Registrar’s Office literally provide “hands on” experience. The intern will assist the Registration staff with exhibition and collections management related tasks.

**Essential functions:**

- Assist with tasks related to the installation and de-installation of exhibitions including recording the condition of artwork
- Provide support to the Assistant Registrar in the coordination of the annual Arts & Flowers event at the Museum, which provides local floral designers the chance to create a floral ‘interpretation’ of an artwork on view.
- The intern will also work on the multiple projects involving the organization, consolidation, and digitization of files. This may include integrating conservation, deaccession, donor, and artist files into object files for works in the Museum’s permanent collection. Additional projects may include pulling and scanning documentation from the files for addition to the museum collection database. By processing object files, the intern will develop skill-sets relating to records management, archives, preservation, and rehousing.

**Special skills/physical requirements:** Registration projects require skillsets in attention to detail, leadership, communication/collaboration, and the ability to multitask under minimal supervision. Due to the social nature of the Arts & Flowers event, ideal candidates are energetic, outgoing, and enthusiastic about art.

**Other comments:** Due to the confidential nature of the information stored in the Registrar’s Office, discretion is essential. A background check is required. The Registration staff is committed to working with students who have a sincere interest in Museum Registration/Collections Management.