

INTERNSHIP OPENINGS

SPRING 2019

January 21 – April 12, 2019

For full internship program guidelines, application procedures and deadlines, visit www.phxart.org/education/interns

All internship applications are due **online only** by Friday, October 19, 2018.

Apply online @ www.phxart.org/education/interns

Questions? Email Briauna.Tutwiler@phxart.org

CURATORIAL – FASHION

Is fashion your passion? Assist the Fashion Curator to organize the collection and prepare for upcoming seasonal exhibitions and programming.

What we're looking for:

- Upper-level undergraduate or graduate student
- Fashion, art history, theater, museum studies, and related majors
- An organized individual who likes to work independently and takes direction well

What you'll be doing:

- Supporting the Fashion Department with collection and acquisition research and cataloging items
- Assisting with exhibition installation
- Maintaining flow of images to appropriate departments
- Gaining an understanding of the exhibition installation process, along with the cataloging and acquisition systems

What you'll need:

- Experience using Adobe Photoshop is desirable
- Knowledge of collection management software, TMS (The Museum System), a plus!
- Ability to lift 40 pounds unassisted
- Demonstrated knowledge of fashion through coursework or other projects
- Excellent communication, interpersonal, and organizational skills
- Strong attention to detail

More information: <http://www.phxart.org/education/interns>

Apply online: <https://phxart.typeform.com/to/143X9v>

PREPARATOR

Looking for a “hands-on” internship? Support the exhibitions and museum preparatory team with handling, transport, and rehousing of collections.

What we're looking for:

- Upper-division undergraduate and graduate students, and recent grads
- Studio art, art history, arts management, museum studies majors

What you'll be doing:

- Assisting in installing and de-installing upcoming special exhibitions including *Agnes Pelton: Desert Transcendentalist* and *Teotihuacan: City of Water, City of Fire*
- Working with preparators to move and rehouse various artworks, including handling, packing, and movement of art objects
- Learning best practices for keeping objects and people safe
- Experiencing the day-to-day operations of the Prep department, including, but not limited to: cleaning, installation and crate movement, case ware and pedestal movement, painting walls, cleaning and organization of shop, and other gallery maintenance procedures
- Gaining exposure to the work flow and technical aspects of staging exhibitions

What you'll need:

- The ability to lift up to 40 pounds unassisted preferred, but not required
- The ability to stand and/or move for long periods of time
- Proficiency in Microsoft Office

More information: <http://www.phxart.org/education/interns>

Apply online: <https://phxart.typeform.com/to/l43X9v>

SPECIAL EVENTS

Do you like details? Do you enjoy planning? Learn how to coordinate and execute events within a museum property.

What we're looking for:

- An undergraduate, graduate student, or recent graduate
- Communications, hospitality, tourism development and management, and museum studies majors

What you'll be doing:

- Completing contracts
- Creating floor plans
- Day-of event execution
- Cultivating customer service skills and organizational acumen
- Learning how to troubleshoot in the moment!
- Assisting in high-volume, large-scale event production
- Building connections with local event vendors

What you'll need:

- Ability to lift 20 pounds unassisted
- A flexible schedule
- Any experience in the hospitality industry is a plus!

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VOLUNTEER & VISITOR SERVICES

Do you love getting to know new people? Are you curious about data? Support Phoenix Art Museum's Volunteer Program by creating engaging opportunities and experiences for our dedicated volunteers and help the Volunteer Coordinator evaluate the Volunteer Program.

What we're looking for:

- Undergraduate or recent graduate
- Volunteer management, museum studies, psychology, human resources, nonprofit management, and other related majors

What you'll be doing:

- Planning and implementing the annual volunteer recognition event
- Assisting Volunteer Coordinator to design and implement volunteer survey
- Utilizing online resources to execute and track survey results
- Researching and draft information cards about artwork on view and Museum policies
- Gaining knowledge of data programs such as Raiser's Edge and Volunteer Hub
- Learning about volunteer engagement methods
- Creating meaningful opportunities and experiences for volunteer in support of the Museum's mission

What you'll need:

- Strong customer service experience and skills
- Excellent written and verbal communication

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Apply online: <https://phxart.typeform.com/to/143X9v>