INTERNSHIP OPENINGS
SUMMER 2020
June 1—July 31, 2020

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

All internship applications are due online only by 11:59pm on Friday, March 27, 2020. Apply online @ https://phxart.typeform.com/to/gaiUL1
Questions? Email Briauna.Tutwiler@phxart.org

CURATORIAL — FASHION
Passionate about fashion? Assist the Fashion Curator with research 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 cataloguing and acquisition systems

What you’ll need:
- Experience using Adobe Photoshop is desirable
- Ability to lift 20lb boxes
- Knowledge of collection management software, TMS (The Museum System), a plus!
- Demonstrated knowledge of fashion through coursework or other projects
- Museum handling coursework preferred but not required
- Excellent communication, interpersonal, and organizational skills
- Strong attention to detail

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DIGITAL ASSET MANAGEMENT

What we’re looking for:
- An undergraduate or graduate student (current or recently graduated)
- Museum Studies, Art History, Information, Libraries, Archives majors

What you’ll be doing:
- Assist with digital asset workflows - specifically working with collection images
- Assist with workflows within the Museum’s institutional archive (physical archive)
- Assist with digitization projects
- Other tasks may include cataloguing images in, scanning, creating bibliography records in TMS, checking out digital equipment or answering reference questions from the public

What you’ll need:
- Must be extremely detail oriented, self-motivated and able to work independently
- May be required to lift at least 20 lbs
- A background or interest in archives, library science, studio art, art history or museum studies
- Experience working with databases, preferably TMS (preferred)

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MARKETING – PUBLIC RELATIONS & DIGITAL COMMUNICATIONS
Are you looking for real-life marketing and communications experience? Support the efforts of the Marketing and Communications department while building your experience on a number of platforms, projects, and working with multiple people across the Marketing and Communications Department.

What we’re looking for:
- Currently enrolled in a higher education program (2-year or 4-year program) or within one year of graduation
- Communication, marketing, business, non-profit studies, museum studies, journalism, creative writing, liberal arts, or related field of study

What you’ll be doing:
- Schedule and accompany media on Museum visits, help create exhibition press reports, help manage clippings, and will participate in pitching stories to media
- Responsible for autonomously (under the supervision of the MarCom team) creating a press release, a media plan, a media list and pitching one pre-selected exhibition
- Create email copy and blog posts for the Museum’s new website
- Assist in social media strategy and reporting as time allows
- Participate in strategy meetings

What you’ll need:
- Along with online application, you are required to submit three writing samples
- Your own laptop
- Some knowledge of Adobe Creative Suite, Facebook/Instagram ads, and Mailchimp are helpful, but not required
- Strong organizational skills, attention to detail, self-starter, and a positive attitude!
- The more questions you can ask the better!

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**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 (current or recently graduated)
- Studio art, art history, arts management, museum studies majors

**What you’ll be doing:**
- Work with preparators to move and rehouse various artworks, including handling, packing, and movement of art objects
- Learn best practices for keeping objects and people safe
- Assist on pedestal and vitrine inventory and assist in de-installing and installing Ansel Adams: Performing the Print and Teresita Fernández: Elemental
- Experience the day-to-day operations of the Prep department, including, but not limited to: cleaning, installation and crate movement, caseware and pedestal movement, painting walls, and cleaning and organization of shop
- Gain exposure to the work flow and technical aspects of staging exhibitions

**What you’ll need:**
- The ability to lift up to 50 pounds preferred, but not required
- The ability to stand and/or move for long periods of time
- Proficiency in Microsoft Office

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EDU-SCHOOL, OUTREACH, & VOLUNTEER PROGRAMS

Do you love getting to know new people? Are you curious about data? Support Phoenix Art Museum’s education department by providing assistance and research to enhance the School Tours and Outreach Programs and Volunteer Program.

What we’re looking for:

- Undergraduate or recent graduate
- Volunteermanagement, museum studies, psychology, human resources, nonprofit management, business, economics and related majors

What you’ll be doing:

- Develop accounting system for Outreach programs
- Learn about Outreach programs and coordinate school tours; evaluate processes and implement improvements
- Learn about the Museum’s Volunteer Program; assist with recruitment, training, scheduling, and supervising
- Assist in implementing annual appreciation project for volunteers

What you’ll need:

- Strong customer service experience and skills
- Excellent written and verbal communication
- Experience or interest in databases

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