

INTERNSHIP OPENINGS SUMMER 2018

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

All internship applications are due **online only** by Friday, March 16, 2018.

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

Questions? Email Jennifer.Adams@phxart.org

CURATORIAL – CONTEMPORARY

Are you a wordsmith? Is editing your passion? Gain an intensive introduction to a museum's curatorial department by supporting the Curatorial Associate of Contemporary Art with upcoming publications and exhibitions.

What we're looking for:

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

What you'll be doing:

- Copyediting and proofreading catalog entries for the upcoming *Agnes Pelton: Desert Transcendentalist* exhibition
- Writing and research for permanent collection and special exhibitions

What you'll need:

- 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/b5Kcaw>

EDUCATION – ACCESSIBILITY

Do you want to learn how to make museums inclusive and accessible to visitors of all abilities? 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:

- Juniors, seniors, graduate students, or recent graduates
- Art education, museum studies, art history, disability studies, nonprofit, public service/public policy, and related majors

What you'll be doing:

- Serve as liaison between the Education Department and Phoenix Art Museum's Accessibility and Functional Needs Advisory Committee
- Develop guidelines and approaches for students with disabilities by researching ADA compliance and benchmarking other museum accessibility programs
- Help to prepare and implement accessibility accommodations for people with disabilities

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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LIBRARY/ARCHIVES

Do you have a passion for organizing, collecting, and attention to detail? Are you looking for a career in libraries or archival work? Assist Phoenix Art Museum's Art Librarian with collection development and management, archival processing, and database management.

What we're looking for:

- An upper-level undergraduate, graduate student, or recent graduate
- Library science, information studies, informatics, archive studies, art history, and history majors, especially if you're thinking of, or pursuing, MLIS/MLS/MSIS or art library, visual resources, or museum archive work

What you'll be doing:

- Assist with collection management by cataloging and processing books, periodicals, special collections, and other library materials
- Answer reference questions and research requests
- Support librarian with technical services: circulation, online catalogue and database management
- Assist librarian with preservation, cataloging, and collection management of Library's special collections
- Aid librarian with special projects in digitization, digital asset management, and visual resources

What you'll need:

- Strong organizational skills
- Customer service experience
- Previous library experience

- Course work in library & information science, informatics, archival studies, art history and/or museum studies preferred

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MARKETING - ADVERTISING & EDITORIAL

Are you a designer? Obsessed with organization? Support the Marketing & Communication team to 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.

What we're looking for:

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

What you'll be doing:

- Design and production of Public Programs Card and Member's magazine
- Create an advertising schedule and contact list
- Assist to produce First Friday and other Marketing events

What you'll need:

- 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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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:

- Work with preparators to move and rehouse various artworks, including handling, packing, and movement of art objects
- 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

- Work with preparators to condition galleries for opening and closing of 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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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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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:

- Undergraduates or recent graduates
- Volunteer management, museum studies, psychology, human resources, nonprofit management, and related majors

What you'll be doing:

- Assist Volunteer Coordinator to design and implement volunteer survey
- Utilize online resources to execute and track survey results
- Research and draft information cards about artwork on view and Museum policies

What you'll need:

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

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