

For full internship program guidelines, application procedures and deadlines, visit [Phxart.org/employment/internshipannouncement.aspx](http://Phxart.org/employment/internshipannouncement.aspx).

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## **CURATORIAL – AMERICAN ART**

**Education:** Graduate Student, Undergraduates may be considered

**Major/area(s) of study:** American Art History, American History, or related field

**Primary purpose:** To work closely with the curatorial assistant on on-going research and cataloging of American and Western American collection.

**Essential functions:**

1. Written and photographic documentation of American and Western American collections.
2. Research/compile information regarding artworks, time period and artists represented in exhibitions.
3. Prepare drafts of object labels and wall panels, as needed.
4. Other duties as needed.

**Special skills/physical requirements:** Background/coursework in American/Western American art and/or history required.

**Other comments:** This internship requires a background check. Exceptional undergraduate students may also be considered. Intern must have strong initiative and be able to work mostly independently. Access to/knowledge of ASU's library system a plus.

## **CURATORIAL – CONTEMPORARY ART**

**Education:** Undergraduate or recent graduate

**Major/area(s) of study:** Art history, fine arts, or related field

**Primary purpose:** To aid the curator of contemporary art with preparation for upcoming exhibitions and rotations, and research projects.

**Essential functions:**

1. Research/compile information regarding artworks, time period and artists represented in exhibitions and rotations.
2. Prepare drafts of object labels and wall panels, as needed.
3. Provide support on logistical arrangements for traveling exhibitions.
4. Other duties as needed.

**Special skills/physical requirements:** Background/coursework in contemporary art and/or history required.

**Other comments:** This internship requires a background check. Exceptional undergraduates may also be considered.

## **CURATORIAL – FASHION DESIGN**

**Education:** Undergraduate or recent graduate, Graduate students encouraged to apply

**Major/area(s) of study:** Fashion design, fashion merchandising, fashion history, textile conservation or related field

**Primary purpose:** To aid the curator of fashion design with upcoming exhibitions and maintenance of the Museum's fashion design collection.

**Essential functions:**

1. Help manage the backlog of garments to be photographed and stored in fashion design storage vault.
2. Maintain department records (e.g. contact lists, press, research, collection committee forms).
3. Assist with research for upcoming projects (e.g., lectures, exhibitions).
4. Aid with upkeep of vault.
5. Work as part of team to install rotating fashion design exhibitions. Installation may include: building mounts and wigs, dressing mannequins and/or creating gallery labels.
6. Other departmental duties as needed.

**Special skills/physical requirements:** Intern must be able to lift garment boxes weighing 20-30 lbs. Computer skills should include MS Office applications (Word, Excel, Picture Manager) and rudimentary knowledge of Adobe Photoshop. Must have excellent public relations skills. Good writing skills are necessary to describe designers and garments concisely and intelligently.

**Other comments:** This internship requires a background check. Graduate students are also encouraged to apply. Other special events for the fashion design collection – such as luncheons, lectures, gallery talks, exhibition openings – require intern assistance (i.e., occasional evening and/or weekend hours).

## **CURATORIAL – LATIN AMERICAN ART**

**Education:** Graduate student

**Major/area(s) of study:** Art history, MA graduates preferred

**Primary purpose:** To assist the Curator of Latin American Art in conducting research on the Museum's collection and upcoming exhibitions.

### **Essential functions:**

The intern will undertake research related to the Museum's collection of Latin American art, the Halle collection of Latin American art, Latin American photography in local private collections, as well as foundational research for other upcoming exhibition projects. S/he will conduct this research in the Museum's and other valley libraries and also on the internet. The intern may also be asked to research possibilities for collaboration with other area institutions, such as the ASU Art History and Latino Studies departments.

**Special skills/physical requirements:** The intern must possess reading knowledge of Spanish. Fluency in Spanish (both spoken and written) is preferred, but not required.

**Other comments:** This internship requires a background check. Exceptional undergraduates may also be considered.

## **DEVELOPMENT – CIRCLES OF SUPPORT**

**Education:** Current undergraduate or recent graduate

**Major/area(s) of study:** Art history, arts management, business administration, events management, museum studies, nonprofit studies/management; parks/recreation/hospitality or related field

**Primary purpose:** To learn, on the job, aspects of running a major-donor membership program, such as retention and cultivation.

### **Essential functions:**

1. Assist with planning of fall/spring fundraising strategies, including membership maintenance (preparing mailings/phone lists, data entry into Raiser's Edge, etc.).
2. Assist with event planning, programming and implementation (catering, guest management, décor, timelines, etc.).
3. Other duties as needed.

**Special skills/physical requirements:** Familiarity with MS Office is required. Previous experience with Raiser's Edge (industry-standard nonprofit development software) is helpful but not required. Intern should be somewhat detail-oriented in the office; and naturally outgoing, confident and attentive for interaction with donors.

**Other comments:** This internship requires a background check. A high level of discretion is needed for dealing with confidential information. Some weeknight evening availability is required.

## **DEVELOPMENT – CORPORATE & FOUNDATIONS**

**Education:** Current undergraduate or recent graduate

**Major/area(s) of study:** Business administration, nonprofit management, museum studies or related field

**Primary purpose:** To support the offices of Corporate Relations and Grants with ongoing projects and fundraising initiatives.

**Essential functions:**

1. Research corporate prospects. Enter data into Raiser's Edge.
2. Create Corporate Council Membership packets and help with mailings.
3. Assist with planning and executing corporate-recruitment events.
4. Assist with recordkeeping and data entry.
5. Research other museums' policies and websites, and prepare reports.
6. Other departmental projects as needed.

**Special skills/physical requirements:** Intern works as part as a team and individually; should have strong interpersonal skills in order to communicate effectively with prospects and donors; and must be timely and accurate in fulfilling assignments/projects. Proficiency with MS Office applications, and knowledge of/willingness to learn Raiser's Edge required.

**Other comments:** This internship requires a background check. Graduate students are also welcome to apply.

**EDUCATION – ARTS ENGAGEMENT/COMMUNITY COLLABORATION**

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

**Major/area(s) of study:** Art history, art education, art administration, museum studies, education, or related field

**Primary purpose:** To aid Education staff to research and expand community collaborations with Museum, and assisting and developing the Arts Engagement Program, for Alzheimer's and dementia patients and their care partners.

**Essential functions:**

1. Help plan, develop, implement, and expand the Arts Engagement Program, geared towards Alzheimer's and Dementia patients and their care partners. This includes attending all program sessions, help managing expenses, developing touring content, working with Museum docents, meeting and communicating with medical facilities and community programs, developing marketing strategies and contacts, and other duties as needed.
2. Research and develop Education initiatives regarding collaboration with regional arts organizations and programs.
3. Other duties as needed.

**Special skills/physical requirements:** Exceptional verbal and written communication skills. Ability to communicate and meet with regional arts organizations and staff, and to work with diverse audiences with individualized needs. Knowledge of local community and arts programs, initiatives, and organizations is essential. Organizational skills and ability to work independently are key.

**Other comments:** A background check is required for this internship.

**EDUCATION – TEACHER AND FAMILY PROGRAMS**

**Education:** Undergraduate or recent graduate

**Major/area(s) of study:** Art history, art education, primary or secondary education, museum studies or related field

**Primary purpose:** To aid Education staff with educational initiatives aimed towards K-12 teachers, youth and families.

**Essential functions:**

1. Develop educator resource materials for Museum's website.
2. Identify and define experimental program ideas for research partner schools.
3. Help Education staff with planning and implementation of children's and family programs (may require some evening/weekend hours).
4. Prepare plans for 1 – 2 possible PhxArtKids Days and 1 – 2 possible Under 21 programs based on the Museum's collection.
5. Research and develop in-gallery activities such as KidPacks and Scavenger Hunts.
6. Other departmental programs and projects as needed.

**Special skills/physical requirements:** Candidate must have excellent verbal and written abilities. Prior knowledge of Arizona Education Standards, and/or integrating visual arts into classrooms teaching other content areas, a plus.  
**Other comments:** A background check is required for this internship. Preference given to graduate students, recent graduates and upper-level undergraduates. Candidates with teaching experience are highly encouraged to apply.

## **EDUCATION – VIDEO CONTENT DEVELOPMENT**

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

**Major/area(s) of study:** Art history, Art education, film production/videography, film studies, marketing, public relations, or related field

**Primary purpose:** To help develop video content for Education department

**Essential functions:**

1. Work with multiple departments and staff to develop appropriate, visitor-friendly content in line with Education department standards and interpretive goals.
2. Research of Museum's collection and evaluation data, and examples from other museums and organizations.
3. Plan every aspect of production, including storyboarding, researching vendors, costs, production timelines, recruiting volunteers and docents, etc.
4. Other duties as needed.

**Special skills/physical requirements:**

Basic knowledge of film production/videography and/or film studies is required. Ability to work with multiple Museum departments, volunteers, and vendors independently and professionally as a representative of the Museum. Ability to work within education department framework and goals. Ability to present information and ideas to Museum staff and volunteers. Leadership and organization are important skills for this internship.

**Other comments:** A background check is required for this internship.

## **HUMAN RESOURCES – GRAPHIC DESIGN**

**Education:** Undergraduate or recent graduate

**Major/area(s) of study:** Graphic Design

**Primary purpose:** To use graphic design skills to help brand the Museum's wellness program

**Essential functions:**

Design a logo, tagline, and a complete messaging package to brand and promote the Museum's wellness program.

**Special skills/physical requirements:** Graphic design skills.

**Other comments:** This internship requires a background check.

## **MEMBERSHIP**

**Education:** Undergraduate or recent graduate

**Major/area(s) of study:** All majors

**Primary purpose:** To assist the Membership department as needed with administrative projects and responsibilities which relate to daily operations, Member experience, as well as development.

**Essential functions:**

1. Research related to Museums
2. Membership Programs and Member/visitor experience.
3. Event coordination and execution.
4. Letter writing, merging and Member card packet fulfillment.

**Special skills/physical requirements:** Interest in art, fundraising, event planning and Member experience.

**Other comments:** This internship requires a background check. Intern must be detail-oriented and motivated, and be able to handle multiple projects.

## **MEMBERSHIP – VISITOR & VOLUNTEER SERVICES**

**Education:** Current undergraduate or recent graduate

**Major/area(s) of study:** All majors

**Primary purpose:** To provide assistance and research to enhance the Museum's volunteer program.

**Essential functions:**

1. Learn about the Museum's volunteer program.
2. Assist with recruitment, interviews, training, scheduling and supervising.
3. Create volunteer-resource materials for Museum collection and special exhibitions.
4. Assist with planning and implementing incentive/recognition programs for volunteers (may require some weekend hours).
5. Other duties as required.

**Other comments:** This internship requires a background check. Intern should have excellent communication and customer service skills.

## **REGISTRATION**

**Education:** Undergraduate or recent graduate

**Major/area(s) of study:** Art history, museum studies or related field

**Primary purpose:** Internships in the Registrar's Office literally provide hands-on experience. Interns may be asked to assist with the following:

- Tasks related to the installation / deinstallation of exhibitions
- Recording the condition of artwork (i.e. completing "condition reports")
- Producing legal paperwork (e.g. Incoming/Outgoing Receipts, Non-Exclusive License Agreements, etc.)
- Entering data into the collections management database
- Performing collection research and responding to inquiries about the collection
- Inventories of the collection

**Essential functions:**

The intern will assist the registration staff with "object marking". This entails permanently marking three dimensional objects with their unique accession number. Legible handwriting, steady hands, attention to detail and the willingness to work with light chemicals are required. Previous art handling experience is also preferred

**Special skills/physical requirements:** Registration projects require attention to detail and the ability to work independently. Interns interact with a wide variety of people including staff members, lenders/donors, other institutions and the public. Due to the confidential nature of the information stored in the Registrar's Office, discretion is essential. A background check is required.

**Other comments:** The registration staff is committed to working with students who have a sincere interest in Museum Registration/Collections Management.

## **REGISTRATION/LIBRARY - ARCHIVES**

**Education:** Graduate Student

**Major/area(s) of study:** Library Science, Archives, MA or MLS

**Primary purpose:** Intern will be responsible for the completion of a multi-year accession records project. Intern will work with both the Museum Registrar and Librarian.

**Essential functions:**

1. Transitioning and consolidating artist, donor and lender ephemera files into the Registrar's acquisition files, the Library's artist files and the institutional archives.
2. Creating uniform files for the Registrar's Office and institutional archives.

**Special skills/physical requirements:**

- Coursework in library science and/or archiving required.
- Knowledge of information organization processes and controlled vocabularies.
- Preference given to applicants with a background in art, art history or museum studies.
- Intern must be extremely detail-oriented, self motivated and able to work independently.
- Due to the confidential nature of the information stored in the files, discretion is expected and required. This internship requires a background check.

**Other comments:** Undergraduate students with library experience or related coursework may also apply.