

## Internships – fall 2010

# Phoenix Art Museum

*For full internship program guidelines and application procedures, please visit our Web site at [PhxArt.org](http://PhxArt.org).*

1625 North Central Avenue • Corner of Central & McDowell  
Phoenix, AZ 85004 • (602) 257-1880  
[PhxArt.org](http://PhxArt.org) • [info@phxart.org](mailto:info@phxart.org)

### **CURATORIAL – CONTEMPORARY ART**

**Education:** Graduate

**Major/area(s) of study:** Art history, fine arts, history 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:** Current undergraduate or recent graduate

**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).

### **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 other museums' policies and Web sites, and prepare reports.
2. Research corporate, foundation and government prospects. Enter data into Raiser's Edge.
3. Create Corporate Council membership packets.
4. Help with mailings.
5. Other departmental projects as needed.

**Special skills/physical requirements:** Intern will work as part of a team and individually. 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 – PUBLIC PROGRAMS**

**Education:** Current undergraduate or recent graduate

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

**Primary purpose:** To support the Education department with ongoing projects and programs.

**Essential functions:**

1. Help Education staff with planning and implementation of public programs for adults and children (may require some evening/weekend hours).
2. Assist with audience research project.
3. Research and write family cards that relate to upcoming PhxArtKids Days.
4. Format Object of the Month table-signs for fall 2010.
5. Other duties as needed.

**Special skills/physical requirements:** Background in art history or art education, attention to detail, good writing skills, excellent customer service and ability to work individually and as part of a team are musts.

**Other comments:** Graduate students are also welcome to apply.

## **GRAPHIC DESIGN**

**Education:** Undergraduate or recent graduate

**Major/area(s) of study:** Graphic design or related field

**Primary purpose:** To conceptualize and develop marketing materials for the Museum in conjunction with in-house design team.

**Essential functions:**

1. Work with Museum's graphic designer to develop projects such as posters and brochures for other departments and/or support organizations.

2. Resize ads for placement in a variety of print media.
3. Update the Museum's Web site and/or create new subpages as needed.
4. Work with public relations manager to develop press kits for special exhibitions.
5. Other projects as needed.

**Special skills/physical requirements:** Intern should be articulate, well presented and proficient in the following applications: Adobe Photoshop and Illustrator (CS version 1 or above), Quark Xpress (version 5 or above) and MS Office (version 2003 or above) applications.

**Other comments:** Intern is encouraged to use personal Mac laptop for design projects, if possible. Graduate students are also encouraged to apply. If selected for an interview, candidates must present a portfolio covering a variety of media from print through Web.

## HUMAN RESOURCES

**Education:** Current undergraduate or recent graduate

**Major/area(s) of study:** Human resources, organizational development, business management or related field

**Primary purpose:** To assist the Human Resources Department in completing several key projects that relate to organizational effectiveness and employee benefits.

**Essential functions:**

1. Conduct research on employee satisfaction surveys. Assist HR manager in developing an employee satisfaction survey. Assist HR manager with implementing survey and preparing results.
2. Assist HR Department with job description revision project. Duties include distributing current job descriptions to employees and assisting employees with completing position description questionnaires (PDQs). Once PDQs are done, insert Americans with Disabilities Act requirements (physical requirements) into new job description format.
3. Help plan and coordinate annual wellness fair.

**Special skills/physical requirements:** Effective research skills and basic understanding of the functions of human resources are strongly recommended; familiarity with statistical analysis/surveying is helpful.

## MARKETING & PUBLIC RELATIONS

**Education:** Current undergraduate or recent graduate

**Major/area(s) of study:** Marketing, public relations, communications or related field

**Primary purpose:** To perform communications, marketing and public relations tasks to support the marketing department. To provide day-to-day support for both the marketing director and public relations manager including assisting with special projects, task management, and various research and writing assignments.

**Essential functions:**

1. Draft and edit press materials.
2. Monitor media coverage. Compile media reports and organize press clippings.
3. Prepare and maintain media lists and press kits.
4. Assist with proactive and reactive media-relations queries.
5. Research assigned issues, news stories, media monitoring and competitors.
6. Distribute marketing materials to Museum partners.
7. Organize/collect imagery for use in Museum advertising campaigns.
8. Participate in Museum's online image campaign by monitoring and updating various web outlets.
9. Clerical/administrative/other duties as required.

**Special skills/physical requirements:** Attention to detail and ability to manage multiple projects on tight deadlines are mandatory. Strong interpersonal, written/verbal communication skills; a thorough knowledge of MS Word, Excel, Power Point and basic internet skills (posting to blogs, etc); and analytical skills are musts. Candidates should be assertive and highly motivated.

**Other comments:** The marketing intern should have a sincere desire for a career in the marketing or public relations industry. Preference is given to graduate students, graduating seniors and upper-level undergraduates.

## **MEMBERSHIP**

**Education:** Current undergraduate or recent graduate

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

**Primary purpose:** To assist the Membership department in creating and implementing plans to acquire new members and cultivate and provide stewardship to existing 12,000 Membership households.

**Essential functions:**

1. Create plans for a variety of Museum Members-only events, including exhibition-preview events.
2. Create and implement a variety of targeted email surveys to gather information in regards to Members' experiences with a various exhibitions, customer service and expectations for the future.
3. Create and implement lapsed-member campaigns, including creating appeal letter, finalizing list and completing final mailing.
4. Update and implement member fulfillment package including letter, additional membership materials and preparing mailing for volunteer to complete.
5. Other duties as needed.

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

## **REGISTRATION**

**Education:** Undergraduate or recent graduate

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

**Primary purpose:** To assist Registration staff with collection-management projects.

**Essential functions:**

1. Assist with the completion of a longterm accession record project.
2. Digitize the collection. This task includes scanning 4" x 5" color transparencies, converting digital images, taking "digital snapshots" of works in the collection and linking images to the collections-management database.
3. Produce legal paperwork (e.g. incoming/outgoing receipts, non-exclusive license agreements, etc.).
4. Record the condition of artwork (i.e. complete condition reports).
5. Undertake tasks related to the installation/deinstallation of exhibitions.
6. Aid with inventory of the collection.
7. Enter data into the collections-management database.
8. Perform collection research and responding to inquiries about the collection.
9. Other departmental projects as needed.

**Special skills/physical requirements:** These projects require attention to detail and the ability to work independently. Registration 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.

**Other comments:** This internship requires a background check. Registration interns literally receive "hands-on" experience. The registrars are committed to working with students who have a sincere interest in museum registration/collections management.