

Internships – summer 2010

For full internship program guidelines and application procedures, please visit our Web site at PhxArt.org.

Phoenix Art Museum

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In addition to their departmental duties, all summer interns attend weekly professional development sessions. These sessions help interns gain insight into the variety of museum work and nonprofit careers, as well as develop interviewing, networking and other professional skills.

ACCOUNTING

Education: Current undergraduate or recent graduate

Major/area(s) of study: Accounting or related field

Primary purpose: To assist Accounting department with year-end close and preparation for annual audit.

Essential functions:

1. Reconcile year-end balances (statement of activities and balance sheet) for all support organizations.
2. Assist in reconciliation of endowment fund year-end balances.
3. Reconcile year-end balances for depreciation and fixed assets.

Special skills/physical requirements: Intern should have completed university coursework in Accounting to include at a minimum “Financial Accounting and Reporting” (300 level) or equivalent. Coursework in Managerial Accounting a plus.

Other comments: This internship requires a background check.

CURATORIAL – ASIAN ART

Education: Graduate

Major/area(s) of study: Asian art history, Asian history or related field

Primary purpose: To aid the curator of Asian art with preparation for upcoming exhibitions of Chinese art (on view 2010 – 2011).

Essential functions:

1. Research/compile information regarding artworks, time period and artists represented in exhibitions.
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: Intern must have good reading knowledge of Mandarin Chinese (fluency in speaking and writing preferred).

Other comments: This internship requires a background check. Exceptional undergraduate students 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: Museum studies, business administration, nonprofit studies/management 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.
2. Assist with event planning, programming and implementation.
3. Other duties as needed.

Special skills/physical requirements: Familiarity with MS Office is 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. Manage grant calendar/schedule.
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 – MEDIA

Education: Current undergraduate or recent graduate

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

Primary purpose: To evaluate the Museum's current audioguide for content useability and make recommendations for future production.

Essential functions:

1. Evaluate current content of Museum's current audioguide.
2. Work with Education and Curatorial Departments to update material for new audioguide.
3. Other duties as needed.

Special skills/physical requirements: Strong background in art history (Western-American, Asian or modern/contemporary art coursework a plus) and/or art education; attention to detail; excellent writing skills; and ability to work individually and as part of a team are musts.

Other comments: Graduate students are also welcome to apply.

EDUCATION – 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. Aid education director with teacher-resource materials for the Web site.
2. Help Education staff with planning and implementation of programs (may require some evening/weekend hours).
3. Research and write family cards that relate to upcoming PhxArtKids Days.
4. Prepare plans for 6 – 12 possible PhxArtKids Days based on the Museum's collection. Research and write family cards for these programs.
5. Format Object of the Month table-signs for summer 2010.
6. 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.

FACILITIES

Education: Current undergraduate or recent graduate

Major/area(s) of study: Any facilities or building/operating management related major

Primary purpose: To learn and be responsible, under the guidance of the Museum's facilities management team, for a certain segment of the department (may include computer management systems, preventative maintenance programs, event planning and execution, new construction, custodial care, green initiatives and LEED technology, etc.).

Essential functions: Available projects vary according to the Museum's needs. The internship is tailored to the individual prior to offer or acceptance.

Other comments: This internship requires a background check. A facilities intern gains experience in bridging the gap between institutional learning and actual real-world facilities management. S/he observes the interplay of a diverse group of people and departments and how they impact the operations of a maintenance department. Interns learn how bond money is obtained, utilized and reallocated.

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. Assist with health insurance benefits open enrollment process in June 2010.

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.

LIBRARY

Education: Current graduate or recent graduate

Major/area(s) of study: Library science or related field

Primary purpose: To assist in the day-to-day operation of the Lemon Art Research Library.

Essential functions:

1. Review catalogue entries for a Library-wide re-cataloguing project.
2. Update internal cataloguing system with call-number information.
3. Assist with patron inquiries.
4. Other duties as needed.

Special skills/physical requirements: Intern should be able to lift up to 10 lbs unassisted and learn Museum-specific cataloguing software. Coursework in library science a must.

Other comments: Undergraduate students with library experience, related coursework and/or a desire to pursue library science as a career may also apply.

MARKETING

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.

MEMBERSHIP – ONLINE DONATIONS

Education: Graduate

Major/area(s) of study: Nonprofit management, business administration or related field

Primary purpose: To build upon existing information and research to create online donation program for the Museum.

Essential functions:

1. Research latest information/data about effective online donation program, including Web site information, email communications and mail communications.
2. Create and implement online donation plan for the Museum.
3. Other duties as required.

MEMBERSHIP – VOLUNTEER SERVICES

Education: Current undergraduate or recent graduate

Major/area(s) of study: All majors

Primary purpose: To assist in preparation of volunteer projects for major upcoming exhibition *Cézanne and American Modernism*.

Essential functions:

1. Execute recruitment campaign of former Museum volunteers (i.e. draft, print and assemble letters; assist with processing responses).
2. Research and compile list of possible incentives for volunteers during the run of the exhibition. Write up a proposal outlining each idea with description, cost, execution, etc.
3. Execute annual volunteer survey (draft, print and assemble cover letters/surveys and compile responses for reporting).
4. Other duties as required.

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. Produce legal paperwork (e.g. incoming/outgoing receipts, non-exclusive license agreements, etc.).
2. Record the condition of artwork (i.e. complete condition reports).
3. 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.
4. Undertake tasks related to the installation/deinstallation of exhibitions.
5. Aid with inventory of the collection.
6. Enter data into the collections-management database.
7. Perform collection research and responding to inquiries about the collection.
8. Assist with the completion of a long-term accession record project.
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.