

Internships – spring 2011

Phoenix Art Museum

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

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CURATORIAL – ASIAN ART

Education: Graduate

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

Primary purpose: To process recent major gift of Asian books to Lemon Art Research Library.

Essential functions:

1. Identify book titles.
2. Gather information about books.
3. Help with cataloguing and accessioning processes.
4. Other duties as needed.

Special skills/physical requirements: Reading knowledge of simplified and classical Chinese required. Intern should be detail-oriented. Preference given to candidates with an understanding of library cataloging.

Other comments: Intern works closely with curatorial assistant of Asian art and library staff. Qualified undergraduate candidates will also be considered.

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 corporate prospects.
2. Assist with planning and executing corporate-recruitment events.
3. Assist with recordkeeping and data entry.
4. 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

Education: Undergraduate or recent graduate

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

Primary purpose: To assist with programs for teachers and the general public.

Essential functions:

1. Assist with Teach for America workshops/professional development sessions.
2. Map school districts for vertical alignment of program delivery.

3. Assemble history-of-use by districts/schools.
4. Coordinate digital and library resources to meet cohort schools' needs/requests.
5. Assist with pilot lesson plans/materials for cohort schools.
6. Collect data for second phase of visitor-experience survey.
7. Provide research and support with programs for special-needs adult audiences.
8. Other departmental projects as needed.

Special skills/physical requirements: Intern must be detail-oriented, have good writing skills, provide excellent customer service and be able to work individually and as part of a team.

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.

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. 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.

Special skills/physical requirements: Intern should have excellent communication and customer service skills.

Other comments: This internship requires a background check. Intern must be detail-oriented and motivated, and be able to handle multiple projects. Intern has his/her choice of a variety of projects that expose him/her to the inner workings of a nonprofit fundraising office. If desired, intern can receive training and experience in Raiser's Edge, a donor database system used by thousands of nonprofit organizations across the country. Completed projects are utilized in the recruitment, retention and cultivation of Museum Members.

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.

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" × 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.

SPECIAL PROJECT – ARTS & FLOWERS

Education: Undergraduate or recent graduate

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

Primary purpose: To provide organizational assistance for the Museum's annual *Arts & Flowers* event (March 31 – April 3, 2011).

Essential functions:

1. Respond to phone calls/emails from participating floral designers.
2. Coordinate installation and deinstallation of floral arrangements
3. Provide assistance with *Arts & Flowers* planning events as well as "day of" support.
4. Keep *Arts & Flowers* master database up-to-date.
5. Develop illustrated checklist of artworks eligible for arrangements.
6. Prepare information for gallery labels and exhibition guide.
7. Other duties as assigned.

Special skills/physical requirements: Intern has extensive interaction with the public, staff members and Museum volunteers, in-person and via telephone and email; intern must be organized, outgoing and extremely diplomatic. This project requires attention to detail and the ability to work independently. Intern has access to confidential information; discretion is expected and required. Intern should have working knowledge of Microsoft Office and Adobe Photoshop.

Other comments: This internship requires a background check. Intern works closely with the Museum's Registration and Education Departments on logistics for this four-day special event. This internship is 160 hours; intern works approximately eight hours per week for first five weeks of internship, then 20 hours per week February 21 – April 5. Some planning events require minimal evening hours. For 2010 event photos, visit http://www.phxartmuseumleague.org/2010_AF_Gallery/index.html.