

INTERNSHIP OPENINGS SPRING 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, October 20, 2017.

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

Questions? Email Jennifer.Adams@phxart.org

CURATORIAL (FASHION DESIGN)

Is fashion your passion? Assist the Fashion curator to organize the collection and prepare for upcoming seasonal exhibitions and programming.

What we're looking for:

- Upper-level undergraduate or graduate student
- Fashion majors
- An organized individual who likes to work independently but takes direction well

What you'll be doing:

- Assist the Fashion Department with fashion collection organization
- Help with installation of *Iris van Herpen: Transforming Fashion* exhibition

What you'll need:

- Experience using Adobe Photoshop desirable
- A passion for and knowledge of fashion
- Ability to lift 40 pounds unassisted

DEVELOPMENT

Have an interest in fundraising and philanthropy? Support the Development team with a variety of tasks surrounding fundraising events and donor stewardship.

What we're looking for:

- An undergraduate or recent graduate
- Majors in business, non-profit leadership and management, studio art, art history, museum studies, or related fields

What you'll be doing:

- Logistics for Development Department events and salons (Circles of Support, corporate donors, membership, events)
- Calling donors and prospective donors
- Manage data, spreadsheets, image-based documentation, etc.

What you'll need:

- Have a professional and polite demeanor
- Proficiency in Microsoft Office suite is required
- Have an interest in philanthropy and fundraising

- Be willing and capable of running with projects independently once assigned
- Meet physical requirements of light lifting, walking, and sitting

DIGITAL ASSET MANAGEMENT

Love databases? Detail-oriented? Assist the Digital Assets Manager with digital asset workflows, including: cataloging assets, embedding metadata, working within the collection management system, and assisting with Rights and Reproduction requests. The intern will also gain valuable experience in the archival and technical aspects of digitizing, cataloging, and processing image collections.

What we're looking for:

- An undergraduate, graduate student, or recent graduate
- Museum studies, art history, information, libraries, archives majors

What you'll be doing:

- Use Adobe Bridge to embed metadata within each record/image
- Work within the collection management system, specifically within the media module of The Museum System (TMS)
- Digitize, catalog, and process archival material from PAM's archival collection
- Other tasks may include cataloging images in ARTstor, scanning, creating bibliography records in TMS, checking out digital equipment or answering reference questions from the public

What you'll need:

- Extremely detail oriented, self-motivated, and able to work independently
- Ability to lift 20lbs
- Experience working with collection management systems is preferred
- Prior data entry experience is a plus

EDUCATION – TEEN PROGRAMS

Are you passionate about empowering young people? Assist the Teen Program Coordinator by attending weekly Teen Art Council meetings, helping to develop teen activities, and working to grow the Teen Art Council.

What we're looking for:

- An undergraduate, graduate student, or recent graduate
- Art education, museum studies, art history and visual art majors

What you'll be doing:

- Implement and assist with Teen Programs
- Conceptualize, develop, facilitate and evaluate in-gallery activities that help teens connect to works of art
- Develop a hands-on project that enhances teens' understanding of a specific medium or process
- Aid with recruitment of next year's teen and develop strategies to ensure a diverse applicant base

What you'll need:

- Comfortable working with teens
- Knowledge of art and art-making processes in diverse media
- In addition to regular hours, intern must be available to attend all Teen Art Council meetings held on Wednesday evenings from 5:00pm -7:00pm

MARKETING (ADVERTISING & EDITORIAL)

Are you a designer? Obsessed with organization? Support the Marketing & Communication team in coordinating 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!

PREPARATOR

Looking for a "hands-on" internship? Support 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:

- Support Prep team with painting, moving crates, applying and removing wall vinyl, making object labels, and cleaning
- Aid Prep staff in finishing vault rehousing project

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

SPECIAL EVENTS

Do you like details and planning? Learn how to coordinate and execute events within a museum property.

What we're looking for:

- An undergraduate, graduate student, or recent graduate
- Communications, hospitality, tourism development and management, and museum studies majors

What you'll be doing:

- Completing contracts
- Creating floor plans
- Day-of event execution

What you'll need:

- Ability to lift 20 pounds unassisted
- A flexible schedule
- Any experience in the hospitality industry is a plus!

VOLUNTEER & VISITOR SERVICES

Do you love getting to know new people? Meet our wonderful volunteers, keep them engaged and informed, learn how the Museum's volunteer program works, and help make the volunteer program the best it can be.

What we're looking for:

- Undergraduates or recent graduates
- All majors encouraged to apply

What you'll be doing:

- Support Volunteer Coordinator with recruitment, training, scheduling, and supervising volunteers
- Assist with volunteer check-in and keeping volunteers updated on current exhibitions, programs, and events
- Help to plan and implement annual appreciation event for volunteers (this may require weekend hours)

What you'll need:

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