



RUBIN MUSEUM OF ART

150 West 17th Street, NYC 10011
212.620.5000 rmanyc.org

INTERNSHIP INFORMATION—FALL 2011

Rubin Museum of Art Overview:

Rubin Museum of Art is home to a comprehensive collection of art from the Himalayas and surrounding regions. Through changing exhibitions and an array of engaging public programs, the Rubin Museum offers opportunities to explore the artistic legacy of the Himalayan region and to appreciate its place in the context of world cultures. For more information, please visit: www.rmanyc.org

Intern Requirements:

Interns must serve a total equivalent of:

- 1 day a week minimum for 4 months for interns during the school year.
- 3 days a week minimum for 9 weeks for summer interns.

Intern Activities:

Interns in all museum departments are invited to participate several group activities per semester:

- **Brown-bag lunches:** staff guests discuss their jobs as well as their educational, professional, and artistic backgrounds allowing interns to learn about various museum departments and careers.
- **Private tours of NYC cultural organizations:** these trips are designed to expose interns to the broader New York City arts world, as well as the field of Himalayan studies. Past tours have included: Asia Society, ICP, Latse Contemporary Tibetan Cultural Library, and CUE Art Foundation.

Intern Benefits:

All internships are unpaid. Academic requirements may be fulfilled by arrangement with the individual college or university. Rubin Museum interns receive the following benefits:

- Free admission at museums across the country
- 10% discount in the Café @ RMA
- 25% discount on most items in the Shop @ RMA
- Free admission to most RMA programs when/if available
- 10% discount on selected RMA programs
- Invitation to an annual appreciation event

How to apply:

Applicants are encouraged to apply for **up to three** internships. Please write a one-page cover letter which specifies (1) which internships you are applying for, (2) your relevant qualifications, (3) your interest in the Rubin Museum of Art, and (4) your availability (days/times).

Please email your resume and cover letter to:

Louise Brooks

Manager, Community Relations and Volunteer Programs

Rubin Museum of Art

volunteersandinterns@rmanyc.org

Special Events / Group Visits Internship

Commitment: 10 or more hours per week

Semesters: Summer, Fall, Spring, full academic year

Positions Available: 2

Description: The Special Events Intern will learn and exercise skills in industry research, promotions, advertisement and media planning, event planning, general administrative and logistical support. Projects will be drawn from the following in accordance with season candidate interest, availability and interest.

Tasks and assignments may include: Researching and compiling databases of prospective sponsors (vendors & corporate), event planners & industry clients, corporate and group visit client targets, individual sponsors and donors; Developing sponsorship presentations and outreach packages (mail and online); Creating and executing mailings to special event planners, tour & travel firms and cultural organizations; Organizing, creating and executing one special event advertisement; Assisting on-site for special event(s) and eventually, executing one special event (supervised).

Skills required: Intern must be highly organized, resourceful and self-sufficient; Work without constant supervision; Be able to conduct effective and thorough research (online and phone); Have strong and polished writing and presentation skills; Attentive customer service and excellent interpersonal skills; Strong knowledge of basic desktop software.

Curatorial Internship

Commitment: 10-15 hours per week

Semesters: Fall, Spring, Summer or full academic year

Academic Level: Mature undergraduate, recent graduate, or graduate student.

Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for upcoming exhibitions that focus on Himalayan art. The candidate should have a background in Tibetan or South Asian Studies. Knowledge of Sanskrit is strongly desirable. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.

Skills Required: Tibetan Studies, Art History, or Religious Studies research skills focusing on the Himalayan region. Skills Desired: Sanskrit; Proficiency in MS Excel, Photoshop, and MS Word.

Community Outreach Internship

Commitment: 2-3 days per week

Semesters: Fall, Spring, Summer, or full academic year

3 positions available

Description: Community Outreach Interns perform functions critical to communicating the Rubin Museum's mission and offerings to myriad audiences including Chelsea business owners and residents, Tibetan, Nepali, and Chinese communities, senior citizens, tourists, and Asian art lovers.

Tasks include: Creating and managing lists in Excel; internet research; traveling throughout New York City to distribute museum literature and make personal contact with potential museum audiences; developing partnerships with community-based and cultural organizations; relationship building with our local Chelsea business neighbors; meeting and greeting community members at networking events and fairs/festivals; drafting correspondence; assembling mailings.

Skills Required: Internet research skills and proficiency in Excel, Outlook, and Word. Ability and desire to travel independently throughout New York City to distribute museum literature. English proficiency required; Spanish, Chinese, Tibetan or Nepali language skills a plus.

Programming Internship

Commitment: Approximately 15-20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of four to six months.

Semesters: Summer, Fall, Spring, Full Academic Year

Description: Programming is seeking an intern to assist with a variety of departmental needs in its production of performances, concerts, talks and events. The intern will be involved in two distinct areas of work: 1) event production and day to day administration, and 2) research and writing relating to future events. He/she may also have specific projects to spearhead during their time here depending on interests, skill set, and availability.

Tasks Include:

- Assisting with set-up, production, and house management of the museum's public programs, including concerts, movies, talks and performances.
- Creating and proofreading marketing materials for events, such as print flyers, e-blasts, website text, PowerPoint displays, etc.
- Researching ideas for future programs, and obtaining contact and/or biographical information about performers/speakers, writing brochure copy, etc.

Skills: Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience with or interest in event production or the performing arts is preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

Film Programming Internship

Commitment: Approximately 15-20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of three months.

Semesters: Summer, Fall, Spring, Full Academic Year

Description: The Programming department seeks a qualified and highly-motivated intern to assist with a variety of departmental needs in its production of ongoing feature film and/or documentary film series. The intern will be involved in two distinct areas of work: 1) event production and day to day administration of ongoing film series, and 2) research and development of future film series. Ongoing series at the museum often include a Friday night feature film series *Cabaret Cinema*, and a Wednesday afternoon documentary series *Lunch Matters*.

Tasks Include:

- Researching ideas for future feature and/or documentary film series that are inspired by museum exhibitions and content
- Researching ideas for film introducers, booking introducers, and obtaining contact and/or biographical information about speakers
- Creating and proofreading marketing materials for events, such as print flyers, e-flyers, website text, PowerPoint displays, etc.
- Managing set-up, production, and house management of ongoing series

Skills: Candidate must have an excellent knowledge of be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience and in-depth knowledge of feature film and/or documentary films is required. Interest in event production and the arts is preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

K-12 School Programs Internship

Commitment: 15-20 hours/week (weekday availability necessary)

Semesters: Spring and Fall only

Description: The School Programs intern will report to the Coordinator of School Programs, focusing on *Thinking Through Art*, the museum's multi-session residency program integrating art making into classroom curriculum using the arts and culture of the Himalayas. The intern will gain experience with day-to-day administrative aspects of museum-school partnerships, as well as hands-on experience in the classroom as an assistant to a teaching artist, with opportunities to co-lead lessons and facilitate gallery experience for the *Thinking Through Art* groups.

Additionally, the School Programs intern will work with the Manager of School Programs to support other School Programs initiatives, including Tour & Art Workshops experiences for K-12 groups. For more information on School Programs at the Rubin Museum, visit: <http://www.rmanyc.org/schoolprograms>.

Tasks Include: Planning for and preparing materials, outreach for and assisting in the implementation of in-school art-making residency programs, participating in school tour trainings, assisting with special museum events such as the Educator Open House, as well as general administrative support.

Skills: Applicants for the School Programs Internship should have a demonstrated interest in K-12 education; enthusiasm for using visual art as a teaching tool; comfort working with diverse art-making supplies; strong administrative experience, especially with Microsoft Office; and interest in curriculum development and hands-on K-12 teaching experience. This internship is ideal for someone self-directed and detail oriented, and available at least 15 hours per week (Monday-Friday) between the hours of 8 AM-4 PM.

Family Learning Internship

Commitment: 14 hours per week

Schedule: Thursdays 9:30am – 3:30pm; Saturdays 9:30am – 1:30pm ; Mondays 11am – 3pm

Semesters: Fall, Spring, Summer

Description: Seeking an intern to assist with a variety of needs related to art making workshops. The Family Learning Intern will report to the manager of Early Childhood and Family Learning and will focus on assisting with our drop-in family art-making workshops. Projects will include classroom set-up and organization, preparation and research for upcoming activities, assistance during workshops, and day to day administration.

Tasks Include:

- Assisting with room set-up, materials prep, production, and studio management for family art-making workshops.
- Creating and proofreading marketing materials for events, such as print flyers, e-blasts, website text, PowerPoint displays, etc.
- Researching ideas, artwork information, and stories for future classes.
- Keep and organize a database of participant information.

Skills: Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, especially families with young children, staff, and other volunteers. Excellent writing skills and comfort with public speaking are desired. Experience in education and the arts is preferred.

Exhibition Design Internship

Commitment: 10-15 hours per week

Semesters: Summer

Academic Level: Mature undergraduate, recent graduate, or graduate student

Description: Under the guidance of Rubin Museum Exhibition Designer, the Exhibition Design Intern will perform design related drawing and inventory using Vector Works 2011 software and Micro Soft Excel. The candidate should be well-organized, with good attention to detail, knowledge of working with images. Candidate will be asked to submit portfolio of rendered 3D drawings

Required Skills: Vector Works 2011 3D drawing and Microsoft Excel and Word.

Interpretation Research and Administration Internship

Commitment: 16 hours/2 days per week (Thursdays and Fridays)

Semesters: Spring, Summer, and Fall

Description: The Interpretation Research and Administration Internship will work with the Manager of the Guide and Docent program to engage in research on Himalayan art and culture relating to upcoming exhibitions at the Rubin Museum of Art, as well as in providing resources for ongoing trainings for in-gallery educators. The Interpretation Research and Administration Intern will engage in materials preparation and documentation, assisting with the administrative needs of a department of 43 in-gallery museum educators.

Duties may include (but are not limited to):

- Web and publication research on certain areas of study relating to Himalayan art and culture
- Compiling training packets and training calendars
- Filming and archiving trainings and tour offerings
- Creating promotional material for trainings and public talks, engaging in outreach for guide program offerings.

Qualifications: Master's degree preferred, and a strong interest in South Asian, Indo Tibetan or Himalayan studies or art history. Strong computer, organizational, and interpersonal skills required. Proficiency in Microsoft Word, Excel, PowerPoint, and internet search and research engines (JSTOR, Nexus Lexus, etc.) preferred.

Print Production Internship

Commitment: 10-15 hours per week

Semester: Summer

Academic Level: Mature undergraduate, recent graduate, or graduate student

Description: Print production intern needed to assist with preparations for exhibition of comic books related to the theme of Tibet. Intern must be a technically skilled person with experience using Photoshop and InDesign for Mac. Intern will be working with scans of comics and helping to reproduce them for the exhibition. Project tasks may include:

- Typeset text translations for translated foreign-language comics
- Prepare scans for production including running Photoshop filters on scans to minimize moiré patterns
- Research online vendors for on demand book production
- Interface with curators, graphic designers and exhibition designers about project details
- Prepare files to vendor specification for production
- Manage and organize image files for production

Essential Skills: Proficiency with Photoshop, InDesign and typesetting

Helpful Skills: Knowledge of book binding and Adobe Acrobat Professional