



**RUBIN
MUSEUM
OF ART**

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

INTERNSHIPS—SPRING 2012

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 Activities:

Interns in all museum departments are invited to participate in 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 (descriptions follow). 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

Available Internships:

Special Events / Group Visits Internship

Commitment: 10 or more hours per week (including some evening hours)

Semesters: Summer, Fall, Spring, full academic year

Positions Available: 1

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.

Development/Membership Internship

Semesters: Spring

Commitment: 10- 15 hours per week

Description: The Development/Membership Intern will work with the Development department on RMA's membership, individual giving, and young patrons programs. Duties will include assisting with data maintenance; correspondence; mailings; conducting research on individuals and sister museums; other special projects; membership events; and general administrative duties.

Qualifications: A bachelor's or master's degree candidate preferred, especially someone with a strong interest in arts administration. The individual must have strong computer, organizational, research, and interpersonal skills. Proficiency in Microsoft Word and Excel are required.

Curatorial Internship—Tibetan Language

Commitment: 10-15 hours per week

Semesters: Spring, Summer or full academic year

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

Description: The Curatorial Intern will work with a Rubin Museum Curator to compile a standard list of Tibetan language terms that will be used for the museum's publications, wall texts, and databases. In this important project, the intern will have the opportunity to contribute to a uniform communication of Buddhist terms and terms in Tibetan language to the museum staff and general public.

The intern must be proficient in Buddhist terminology, and must have considerable experience with Tibetan language. The candidate should have a background in Tibetan, South Asian and/or Buddhist Studies. The candidate should be well-organized, with excellent attention to detail.

Skills Required: Tibetan Language, MS Word.

Skills Desired: Art History and/or Religious Studies research skills with focus on the Himalayan region, basic knowledge of Sanskrit and/or other Indian languages relevant for Buddhism, proficiency in MS Excel.

Library Management Intern

Commitment: 2 days per week

The Rubin Museum of Art is seeking a volunteer to assist our librarian in managing our small collection of books. This is an exciting opportunity for an individual with a background in Library Science or pursuing a Bachelor's or Master's degree in Library Science or a similar subject. The Library Manager would work with the Curatorial Coordinator as a volunteer to field library requests from the museum staff.

Position Responsibilities:

- Research and order books for library
- Maintain Library book database using Library World Software
- Maintain records for all library book purchases
- Update Bibliography of exhibition related library books and resources
- Maintain library subscriptions to online and print periodicals
- Process all book checkouts and returns
- Re-shelve books and maintain order and tidiness of bookshelves
- Book research projects as requested by Curatorial, Education, and Visitor Services departments

Requirements

- Strong computer and organizational skills
- Ability to lift up to 25 lbs

Qualifications

Some knowledge of library catalog systems and organizational skills are required, as well as strong communication skills. Proficiency in Microsoft Office software is preferred.

Communications/Community Outreach Internship

Commitment: 2-3 days per week

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

Positions available: 3

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, immigrant 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; 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.

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: Chinese language skills preferred. 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: 8 hours/1 day per week (Thursdays—includes evening hours)

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, LexisNexis, etc.) preferred.

Publications Internship

Commitment: 10-15 hours per week

Semesters: Spring

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

Description: Under the guidance of Rubin Museum Publisher, candidate will work on various aspects of an upcoming catalog: image acquisition and organization; edit captions, notes, and bibliography; register manuscript for Library of Congress data; read and comment on manuscript. Must have research and editorial abilities. The candidate should be well-organized, with attention to detail, and good computer skills.

Skills Required: Proficiency in MS Excel, Photoshop, and MS Word

Human Resources/Administration Internship

Commitment: Approximately 15-20 hours/week – regular daytime office hours

Semesters: Summer, Fall, Spring, Full Academic Year

Description: The Human Resources/Administration Intern will work with the Human Resources Manager and Assistant to the Chief Financial Officer/Office Administrator. The intern will be involved in two distinct areas of work: 1) Human Resources day to day administration and 2) General Office Management day to day functions. He/she will conduct research on best Human Resources practices and various labor laws, create benefit packages, post recruitment notices, assist with benefits administration, correspondence, mailings, filing, time and attendance record keeping, ordering and stocking supplies, preparing presentations, copying and collating various materials including board meeting reports and researching cost effective office management vendors. He/she may also have specific projects assigned in order to enhance the internship experience depending on his/her interests, skill set and availability.

Qualifications: Current enrollment in a bachelor's degree program is required. Since Human Resources and Administration function plays a critical role in employees' relationship within the organization, candidates must have a demonstrated interest in human resources management, non-profit management, organizational development or related issues. The intern must be highly organized, resourceful and self-sufficient and be able to work without constant supervision. Previous experience in an office environment is required. Meticulous attention to detail and accuracy, ability to prioritize, multi-task and clear and professional verbal, written, and interpersonal communication skills are essential. The Human Resources/Administration Intern must be professional at all times, and exercise a high degree of confidentiality in all Human Resources and Administration matters. Proficiency in Microsoft Office programs including Word, PowerPoint, and Excel is required.