

PHOENIX ART MUSEUM INTERNSHIPS: Graphic Design and Marketing

Internships – summer 2009 For full internship program guidelines and application procedures, please visit our Web site at *PhxArt.org*. 1625 North Central Avenue • Corner of Central & McDowell Phoenix, AZ 85004 • (602) 257-1880 *PhxArt.org* •

info@phxart.org **The application deadline for the internships listed below has been extended. All materials must be received by Monday, May 11.** In addition to their departmental duties, all summer interns attend weekly professional development sessions that introduce each Museum department. These sessions help interns gain insight into the variety of museum professions as well as develop interviewing and networking skills.

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 will be requested to present a portfolio covering a variety of media from print through Web.

MARKETING

Education: Undergraduate or recent graduate

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

Primary purpose: To support the Museum's marketing and public relations team with tactics to increase Museum awareness to the Metro Phoenix population, both inside and outside the Museum.

Essential functions:

1. Organize press clippings.
2. Meet with potential Museum partners to distribute marketing materials.
3. Organize/collect imagery for use in Museum advertising campaigns.
4. Get involved in creative brainstorming sessions to discuss the promotion of upcoming exhibitions.
5. Clerical/administrative/other duties as required.

Special skills/physical requirements: Intern should be articulate, well presented and proficient in major Microsoft applications.

Other comments: Preference is given to graduate students; graduating seniors; and upper-level undergraduates.