

Phoenix Art Museum announces its volunteer internship positions for spring 2010 in the following areas:

CURATORIAL – CONTEMPORARY ART

CURATORIAL – FASHION DESIGN

DEVELOPMENT – CIRCLES OF SUPPORT

DEVELOPMENT – CORPORATE

DEVELOPMENT – FOUNDATIONS

EDUCATION – MEDIA

EDUCATION – PROGRAMS

GRAPHIC DESIGN

HUMAN RESOURCES – *new!*

MARKETING & PUBLIC RELATIONS

MEMBERSHIP

REGISTRATION

Unpaid internships are available for undergraduate and graduate students, as well as recent graduates, in a variety of disciplines. Full internship descriptions are below, attached or may be found online at <http://www.phxart.org/employment/internshipannouncement.aspx>. The application packet and program description is also attached, or may be accessed online at <http://www.phxart.org/employment/internshipannouncement.aspx>.

The application deadline for spring is November 1, 2009. All application materials and supporting documents must be received by that date.

INTERNSHIPS AT PHOENIX ART MUSEUM – SPRING 2010

CURATORIAL – FASHION DESIGN

Education: 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:

Help manage the backlog of garments to be photographed and stored in fashion design storage vault.

Maintain department records (e.g. contact lists, press, research, collection committee forms).

Assist with research for upcoming projects (e.g., lectures, exhibitions).

Aid with upkeep of vault.

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.

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: Undergraduate or recent graduate

Major/area(s) of study: Art history, arts/nonprofit/events management, parks and recreation, hospitality, business administration or related field

Primary purpose: To assist the Circle office with running a major donor membership program.

Essential functions:

Assist in the planning and implementation of several member events (e.g., catering aspects, guest management, décor, timelines).

Assist with day-to-day operations of membership maintenance (i.e., preparing mailings and phone lists, using Raiser's Edge software)

Other departmental projects as needed.

Special skills/physical requirements: Intern should have familiarity with MS Office; experience with Raiser's Edge a plus, but not necessary. Intern should show a high level of discretion when dealing with confidential information; exhibit natural assertiveness, confidence and attention when interacting with donors. Intern should demonstrate attention to detail.

Other comments: This internship requires a background check. Some evening and/or weekend hours are required.

EDUCATION – MEDIA

Education: Current undergraduate or recent graduate

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

Primary purpose: To evaluate the Museum's current audioguide for content useability and make recommendations for future production.

Essential functions:

Evaluate current content of Museum's current audioguide.

Work with Education and Curatorial Departments to update material for new audioguide.

Other duties as needed.

Special skills/physical requirements: Strong background in art history (Western-American, Asian or modern/contemporary art coursework a plus) and/or art education; attention to detail; excellent writing skills; and ability to work individually and as part of a team are musts.

Other comments: Graduate students are also welcome to apply.

EDUCATION – PROGRAMS

Education: Current undergraduate or recent graduate

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

Primary purpose: To support the Education department with ongoing projects and programs.

Essential functions:

Aid education director with teacher-resource materials for the Web site.
Help Education staff with planning and implementation of programs (may require some evening/weekend hours).

Research and write family cards that relate to upcoming PhxArtKids Days.
Prepare plans for 6 – 12 possible PhxArtKids Days based on the Museum's collection. Research and write family cards for these programs.

Format Object of the Month table-signs for spring 2010.

Other duties as needed.

Special skills/physical requirements: Background in art history or art education, attention to detail, good writing skills, excellent customer service and ability to work individually and as part of a team are musts.

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:

Work with Museum's graphic designer to develop projects such as posters and brochures for other departments and/or support organizations.

Resize ads for placement in a variety of print media.

Update the Museum's Web site and/or create new subpages as needed.

Work with public relations manager to develop press kits for special exhibitions.

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.

HUMAN RESOURCES

Education: Current undergraduate or recent graduate

Major/area(s) of study: Human resources, organizational development, business management, or related field

Primary purpose: To assist the Human Resources Department in completing several key projects that relate to organizational effectiveness and employee benefits.

Essential functions:

Conduct research on, assist HR Manager in developing, and assist HR Manager with implementing (includes preparing results) employee satisfaction surveys.

Assist HR Department with job description revision project. Duties include distributing current job descriptions to employees and assisting employees with completing position description questionnaires (PDQs). Once PDQs are done, intern will insert Americans with Disabilities Act requirements (physical requirements) into new job description format.

Assist HR Department with health insurance renewal process and open enrollment. Duties include assisting with open enrollment meetings, distribution of changes/forms/packets, etc.

Assist with the revision of the performance appraisal form.

Special skills/physical requirements: Intern should have effective research skills; statistical analysis/surveying, and a basic understanding of the functions of human resources, are helpful.

MARKETING & PUBLIC RELATIONS

Education: 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:

Draft and edit press materials.

Monitor media coverage. Compile media reports and organize press clippings.

Prepare and maintain media lists and press kits.

Assist with proactive and reactive media-relations queries.

Research assigned issues, news stories, media monitoring and competitors.
Distribute marketing materials to Museum partners.

Organize/collect imagery for use in Museum advertising campaigns.

Participate in Museum's online image campaign by monitoring and updating various web outlets.

Clerical/administrative/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/PR 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: 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 15,000 Membership households.

Essential functions:

Create plans for a variety of Members-only events, including annual CAA members preview event and Members event to celebrate 50th anniversary.

Create and implement a variety of targeted email surveys to gather information in regards to Members' experience with a various exhibitions, customer service and expectations for the future.

Create and implement lapsed-member campaigns, including creating appeal

letter, finalizing list and completing final mailing.
Other duties as required.

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: This primary purpose will be supplemented by:

- Assistance with object marking, photography and inventory of artwork
- Ongoing project involving accession records (i.e. loan agreements, deeds of gift and object information)
- Condition reports
- Legal forms (deeds of gift, incoming/outgoing receipts, incoming/outgoing loan agreements, non-exclusive license agreements)
- Exhibition installation/deinstallation
- Collection research
- Data entry into collections-management database
- Responding to inquiries about the Museum's collection
- Other departmental projects as needed.

Special skills/physical requirements: Interns will 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.

[<Internship application-PRINT.pdf><summary.pdf>](#)