Internship Openings
Spring 2016

For full internship program guidelines, application procedures and deadlines, visit www.phxart.org/education/interns

All Internship Applications are due no later than 12/14/15
Apply Online @ www.phxart.org/education/interns

Curatorial — Latin American Art
Is research your calling? Help the Latin American Art department prepare for 2 upcoming exhibitions (Horacio Zabala and a survey from the Museum of Modern Art in Sao Paulo, Brazil).

What we’re looking for:
• Graduate student, recent graduate, or Senior level undergraduate
• Art History, Studio Art, or Museum Studies majors
• Someone organized who likes to work independently but who takes direction well

What you’ll be doing:
• Researching information about artworks, time periods and artists in these exhibitions and the museum’s permanent collection
• Write object labels for artworks in the collection
• Help document the collection
• Other projects as needed

What you’ll need:
• Background coursework in Latin American Art or general Art History is a must
• Knowledge of Spanish language. Fluent Spanish speakers highly encouraged to apply!

Development — Circles of Support
Are you a people person? Love hosting events? The Development division is looking for an enthusiastic intern to learn the basics of donor management and cultivation through events, fundraising initiatives, and research.

What we’re looking for:
• Undergraduate or graduate student
• Non-profit Management, Hospitality, Business Administration, Marketing, Museum Studies, and Art History majors

What you’ll be doing:
• Assist in planning and implementing several member events, aspects of catering, guest management, décor, and event timelines
• Help with day-to-day Development operations such as research, using Raiser’s Edge software, researching other museum’s policies, preparing reports, etc

What you’ll need:
• Excellent customer service skills
• Understanding of MS Office Suite
• Some flexibility for occasional evening and weekend hours
• A high level of detail, confidentiality, and professionalism

Phoenix Art Museum Internship Program
Spring 2016
**Education – School Programs**
Help bring Phoenix Art Museum’s education resources for educators into the digital age! Work with museum educators and volunteer docents to expand our existing curriculum from printed materials into an online, multi-media platform for interdisciplinary teaching.

What we’re looking for:
- A Junior or Senior level undergraduate, or graduate student
- Education, Art Education, or Art History majors

What you’ll be doing:
- Develop online Art Guides for Educators (research and write curriculum to connect classroom teaching to art objects from the museum’s collections)
- Promote and train classroom educators and volunteers in the use of museum resources

What you’ll need:
- Familiarity with AZ College and Career Readiness standards and AZ Arts Standards
- Strong research and writing skills
- Proficiency in the use of basic Internet tools and Microsoft Office

**Library**
Assist the Librarian with catalog maintenance to ensure proper accessibility for patrons using the OPAC, while gaining experience with reference and instruction by assisting Library patrons.

What we’re looking for:
- An undergraduate, graduate student, or recent graduate
- Library Science or Information Studies majors, especially if you’re thinking of or pursuing MLIS/MLS/MSIS

What you’ll be doing:
- Assist the Librarian with item record maintenance working in the ILS, Polaris. This includes reviewing bibliographic records, item records, specified collections, and call numbers. All collections in the Library need to be reviewed for accuracy
- Assist Librarian with organizing and cataloging Phoenix Art Museum’s serials

What you’ll need:
- Must be able to push, pull, or lift 25lbs
- Customer service experience
- Knowledge navigating an Integrated Library System (ILS) and Online Public Access Catalog (OPAC)
- Coursework in cataloging a plus, but not necessary

**Marketing & Public Relations**
Share your social media prowess and learn about media relations.

What we’re looking for:
- An undergraduate, graduate student, or recent graduate
- English, Journalism, Communications, or Marketing majors.

What you’ll be doing:
- Respond to media requests for images for current exhibitions
- Assist with media visits
- Create content for social media (Facebook, Instagram, Twitter & Pinterest)
• Provide administrative support including requesting quotes from printers, processing invoices, etc.

What you’ll need:
• Strong writing skills
• Excellent customer service

The Museum Store – Website & e-commerce
Maintain, update, and promote The Museum Store’s new website.
What we’re looking for:
• An undergraduate, graduate student, or recent graduate
• Web design/maintenance, e-commerce Sales and Marketing, Business majors
• Someone with an interest or minor in Art or Art History is a plus!

What you’ll be doing:
• Identify and implement additional opportunities to increase online sales revenue through add-on apps, Google AdWords, social media or other programs available through Shopify
• Create and implement a monthly marketing campaign showcasing seasonal, new or exhibition related products
• Create product descriptions, website photography, inventory maintenance, and creating and managing monthly email marketing campaigns

What you’ll need:
• Some knowledge of online sales software (Shopify preferred), retail inventory software, and email marketing campaigns
• Proficiency in social media platforms
• Photography skills
• Interest in art, art history, and retail sales
• Must be able to lift 20 pounds unassisted

Visitor & Volunteer Services
Do you love getting to know new people? Get to know our wonderful volunteers, keep them engaged and informed, and help make the volunteer program the best it can be.

What we’re looking for:
• Undergraduates
• Any majors encouraged to apply

What you’ll be doing:
• Assist with volunteer recruitment, training, scheduling, and supervising
• Assist in planning and implementing annual appreciation event for volunteers (this may require some weekend hours)

What you’ll need:
• Excellent communication and customer service skills
• A flexible schedule