Sample Internship Descriptions:

- **Collections / Registrar**
  - Registration
  - Collections
  - Inventorying/Cataloging
  - Conservation

- **Curatorial**
  - Undergraduate research
  - Curatorial/Interpretation
  - Graduate Research

- **Exhibition**
  - Development
  - Installation

- **Marketing**
  - Marketing Administration
  - Design/Creative Services
  - Graphic Design

- **Special Events**

- **Education**
  - Farm Based Education
  - Education Assistant & Teacher
  - Program development and implementation
  - Historic Preservation and Education

- **Visitor Services**
  - Access
  - Data Collection

- **Development**
  - Membership
  - Institutional Giving
  - Development Operations (3)

- **Finance**
  - Administration & Finance

- **Human Resources**
  - Administration
  - Volunteer Management/Internship Coordinator

- **Administration**
  - Community Organization & Administration
  - Executive Office

- **General (4)**
COLLECTIONS & REGISTRARS

REGISTRATION INTERN/COLLECTION SERVICES DEPARTMENT (PEM)
Join the Registration team as an intern. You will discover the secret, fast-paced, behind-the-scenes workings of an art museum by assisting in the daily duties of the Registration Department. You will assist in the preparation of documentation for changing exhibitions, outgoing loans and the permanent collection; digitize collection records, including scanning, image manipulation, file re-naming and organization; data entry of object and accession records on the Argus Software database system; archive files, including surveying, organizing and archiving files under the instruction of the entire Registration Department; research projects pertaining to donors, loans and object records as they arise; train in object handling, object moves and the creation of condition reports; and participate in ongoing collection digitization projects.

Internship Qualifications: College student with knowledge of and an appreciation for art/art history and a demonstrated ability in paying attention to details. Ability to work well with staff throughout the organization is essential.

COLLECTIONS INTERNSHIP (ICA)
Duties/Responsibilities:
The Collections Intern is responsible for supporting the Curatorial Associate and Registrars through research, correspondence, and administrative assistance related to the ICA Collection. The intern will also:
• Assist with the building and organization of collection files, provenance research, and the organization of collection image files
• Compile and update biographical information for all artist files
• Prepare all content for artist interviews related to objects entering the collection
• Answer rights and reproduction requests for images
• Archive ICA publications
• Input relevant information within database
• Assist with all collection and artist correspondence

PREFERRED REQUIREMENTS
• Art history or museum studies Masters or PhD candidate with a demonstrated familiarity with contemporary art desired
• Facility with Microsoft Office (Word, Excel, Outlook, and Powerpoint) is essential
• Cataloguing and database experience (TMS and Filmaker Pro) is preferred
• Individual should have excellent verbal and written communication skills, must be organized, flexible, detail oriented, and able to work independently and collaboratively on multiple projects at once multi task on various projects at the same time

COLLECTIONS INTERN (Vermont Historical Society)
The Vermont Historical Society will be hiring two interns for twelve weeks during the summer of 2013. The interns will work as a team INVENTORYING AND CATALOGING the Kent Museum collections. The collections are currently housed at the Kent Museum, an historic house museum, in Calais and at the Vermont History Center in Barre. The collections in Calais will be cataloged and then packed and transported to the Vermont History Center in Barre. Kent Collections currently stored in Barre will be unpacked and cataloged and then re-housed in appropriate storage areas.
at the Vermont History Center. Duties will range from cleaning and moving artifacts to research and writing for the catalog. Interns will report to the curator but will also work with the registrar. VHS has a small staff so interns will be exposed to many different aspects of the workings of a state historical society. They may also be called on occasionally to help with larger institution wide projects and events if needed. Stipend: $4,800.00 plus some travel expenses.

CONSERVATION PRE-PROGRAM INTERNSHIP (MFA-Boston)
Conservation and Collections Management is an integral part of the Museum’s stated purpose to hold its collections in trust for future generations. Members of the department promote the long-term preservation of artworks through development of conservation treatments, study of materials and techniques, scholarly research and documentation. The department follows internationally established standards to maintain the aesthetic and physical integrity of works of art through six conservation disciplines, an analytical facility, and a collections management division responsible for safe exhibition, storage and transport.

Intern will have the opportunity to participate in a variety of activities, gaining hands-on experience and valuable insight into the day-to-day operations of a conservation lab. Intern will be expected to assist in - and learn to - perform tasks in support of collections care and conservation procedures.

Applicant MUST specify within the cover letter the conservation lab or studio in which he/she would like to intern in the application. The labs/studios include: Asian Conservation (2-dimensional artworks), Furniture and Frame Conservation, Objects Conservation (includes 3-dimensional Asian artworks), Paintings Conservation, Textile Conservation, and Scientific Research.

Responsibilities:
• Assisting conservators with written and photographic documentation
• Assisting conservators in the treatment of works of art in the MFA’s collections
• Undertaking research necessary to support conservation treatments
• Preparing documentation for exhibitions/loans
• Assisting with other conservation-related duties as appropriate
• *For Scientific Research internships, assisting scientists in testing museum materials and environments

Qualifications:
• Enrolled in an undergraduate program pursuing a career in art conservation and seeking to gain experience with a pre-program internship before enrollment in a graduate program
• Previous museum experience desirable
• Proven attention to detail
• Facility with Microsoft Word, Excel, and database programs (training in use of the Museum’s database system will be provided)
• Ability to perform tasks in professional manner and with discretion when working with confidential records
• *Students applying to the Scientific Research lab must have successfully completed an organic chemistry course and lab
• Ability to commit 1-3 days per week through mid December
• Required to attend orientation
**Curatorial Department**

**Curatorial Intern (ICA)\(^{1}\)**

**Duties/Responsibilities**

Support curators with research, correspondence, and administrative assistance, including:

- Respond to standard department inquiries via mail and email, including artist inquiries and submissions, and traveling exhibition proposals
- Assist with day-to-day administrative tasks, including file building and organization
- Library organization and maintenance
- Manage mailings related to exhibitions
- Prepare materials for department presentations
- Assist staff with additional projects as determined
- Will be an integral part of the curatorial team

**Preferred Requirements**

- Undergraduate with a focus in art history or museum studies required
- Demonstrated familiarity with contemporary art desired
- Facility with Microsoft Office (Word, Excel, Outlook, and Powerpoint) is essential
- Cataloguing and database experience a plus
- Individual should have excellent written and verbal communication skills, must be organized, flexible, detail oriented
- Ability to work independently and collaboratively on various projects simultaneously

---

**Curatorial Interns** (Davis Museum)

Department: Curatorial

Curatorial Interns will assist members of the Davis’s Curatorial and Interpretive/Public Programs staff with exhibition-related tasks, educational and interdisciplinary programs, potential acquisitions, and general curatorial responsibilities. They will conduct research and work on a variety of projects involving the permanent collection and temporary exhibitions, including future planning and program development, as well as undertake daily administrative duties. Some projects will overlap with other departments, enabling interns to gain broad exposure to all areas of museum operations.

---

**Graduate Research Internship (MFA)**

Curators and staff in the department are responsible for studying, interpreting, maintaining, and augmenting these collections in collaboration with other departments throughout the Museum. Responsibilities of department members include: selecting, interpreting, and coordinating installations in the permanent collection galleries; organizing special exhibitions; researching the collection; and arranging for loans to other institutions.

The department is currently seeking a graduate level intern to contribute to work on the archival files of the permanent collection, specifically updating catalogue information for historic jewelry and church silver, in addition to other research projects as needed. This is an unpaid position, working under the Art of the Americas Curators of Decorative Arts & Sculpture. It offers an opportunity to gain invaluable practical experience by learning first-hand about museum work and personally contributing to one of the world’s best collections of American art.

The Graduate Research Intern will be responsible for the decorative arts area of the collection...
— sorting and organizing these files, and identifying gaps in documentation. The intern will research exhibition, publication, and provenance history related to these objects and ensure that this information is properly documented in both the object files and electronic database. Prior research experience is necessary, excellent communication skills are desirable.

Qualifications:

- Enrollment in, or recent graduation from, a M.A. or Ph.D. program (*Advanced undergraduate students with demonstrated interest in the field will be considered*)
- Knowledge of American decorative arts or a related field
- Strong aptitude with computer databases
- Careful attention to detail
- Ability to commit 10-15 hours per week for at least 12 weeks through August 2013
- Ability to attend orientation on either Tues. May 28th (9am-12pm) or Tues. June 11th (9am-12pm)

**EXHIBITION**

**EXHIBITS INTERNSHIP (MIT)**
The MIT Museum is seeking an intern interested in the development of science museum exhibits from both an educational and engineering point of view. The intern would work with museum staff on an ongoing exhibit development project, and depending on the status of current projects, would be involved in one or more activities including: content research, brainstorming exhibit ideas, building and testing prototype interactive exhibits, and formative evaluation of prototypes. In addition, the intern would be expected to spend some time learning and assisting with daily operations of the exhibit department, including some office work, exhibit maintenance and cleaning. Depending on the applicant’s interests, this position could have a greater emphasis on the engineering side, or on the educational development and formative evaluation side. The internship would run for a full semester, or summer, with at least a 10 hour per week commitment.

**INSTALLATION AND FACILITIES DEPARTMENT (Fuller Craft)**
Fuller Craft Museum seeks interns for its Installation & Facilities department. Interns will work closely with the Facilities Manager to provide support for a number of upcoming exhibition installations. Duties will include: moving crated art, packing & unpacking art, painting, help in installation of exhibitions, label making, condition reporting, and other facility related jobs as needed; setting up for events, light shop work carpentry, mowing, etc.

College upperclassmen or graduate students are preferred, interested in learning about museum art installation and museum maintenance. Candidate must have excellent attention to detail, a good sense of humor, the ability to work in a fast paced environment, and knowledge comfortable with tools. Other skills: knowledge of Microsoft Office, including Word and Excel. Applicants must be able to meet deadlines, work autonomously as well as in a team setting, and be creative in solving problems. The candidate must be flexible and willing to work on a wide variety of projects. Apply by sending an email with a resume to facilities@fullercraft.org. Please put “Installation Internship” in the subject line.
MARKETING

MARKETING ADMINISTRATION (MoS)
Program Description:
The Marketing Department handles a variety of communication and promotional activities for temporary and permanent exhibitions, Omni films, Planetarium shows and special events at the Museum of Science.
Position Summary:
The Intern assists with day-to-day activities in the department. The Intern is responsible for fielding requests for Museum information, assisting with special events, and working with internal and external partners to help promote Museum events and programs. The Intern will also work on promotions, advertising, and email marketing related to the exhibits Frogs and National Geographic Crittercam, as well as the Roving Mars and Amazon Omni films.
Responsibilities:
• Assist with special events;
• Assist with requests for museum information and photos;
• Assist with email marketing strategy and tracking;
• Assist with radio promotions;
• Help with promotion for Educator and Adult audiences;
• Assist in execution of annual advertising plan.
Qualifications:
• Undergraduate or graduate student
• Marketing, Public Relations, or Communications major preferred
• Good organizational, speaking, and presentation skills
• Previous work experience, Marketing or Public Relations internships preferred
• Demonstrated ability to take directions and work independently
• Event planning experience preferred
Length of internship: Spring semester (January/February – May/June)
Work Schedule: 7-21 hours/week, preferably over multiple weekdays.

DESIGN INTERN/CREATIVE SERVICES DEPARTMENT (PEM)
Join the Creative Services team as a design intern. If you are nearing completion of a graphics art degree and would like to gain significant workplace experience before graduation, this is the ideal internship for you. You'll produce a wide range of printed materials including signs, brochures, fliers and postcards and help solve design and construction problems related to museum signage, packaging, etc. Interns will learn to take a job from conception through printing (including press checks).

Internship Qualifications: College student and skilled designer, proficient in InDesign, Photoshop and Illustrator, who can work independently and with a team. You must also have good writing skills and be interested in working in an arts/nonprofit environment. The ability to work well with staff throughout the organization is essential.

GRAPHIC DESIGN
Intern assists in day-to-day tasks of MASS MoCA's in-house design studio, both digital and physical, working closely with the design, curatorial and marketing departments. Working
directly with the Creative Director and Senior Designer, this position is 1/3 graphic designer, 1/3 production, and 1/3 jack-of-all-trades. Projects include (but not limited to) production and installation of vinyl exhibition and way finding signage, weekly advertisement design, digital archive management, vendor contact, daily museum photography, upkeep of website components, and general studio tasks. Intern should demonstrate enthusiasm, stamina, and willingness to work with a team. Excellent knowledge of Adobe CS4 or higher (InDesign, Illustrator, Photoshop) required, with working to advanced knowledge of Flash. Excellent knowledge of digital photography hardware and intermediate photo editing skills.

**SPECIAL EVENTS**

**SPECIAL EVENTS (ICA)**
The Special Events Department is responsible for the production and management of all internal events that take place within the museum. These events include exhibition openings, member events, Trustee events, and two annual benefits. In addition, the department works closely with Wolfgang Puck, the ICA’s exclusive caterer, to assist with external events when needed.

This winter we are also preparing for Annual Wine Auction in the fall of 2012 and our intern will assist with work on this event and other special projects.

**RESPONSIBILITIES**
In addition to providing administrative support to the department, the Special Events responsibilities may include, but are not limited to:
- Providing assistance with the planning, implementation, and follow-up related to all ICA fundraising events held throughout the year
- Assisting with event production and management
- Assisting with general administrative needs as they arise
- Welcoming and registering guests at internal ICA events
- Managing RSVP lists for ICA events
- Maintaining various files

**QUALIFICATIONS**
- A demonstrated interest in special event planning and execution
- At least one year of event management–related experience preferred
- Candidate must be willing to work a flexible schedule
- Strong ability to multi-task while quickly adapting to a fast paced environment
Education

MUSEUM & FARM BASED EDUCATION (NH Farm Museum)
Paid Internship in Museum and Farm-based Education
The NH Farm Museum in Milton, NH is seeking a farm and museum education Intern to facilitate farm and museum based educational programs for children and families. The intern is responsible for assisting with farm work, leading farmhouse and farm tours, assisting with visitor services and youth summer programming, working with our farmers on organic gardening programs and activities and special farm events as well as supporting daily operations of the museum. The farm education Intern works in a team based, collaborative environment, reporting to the director. The Internship is a full time five month position beginning mid/late May to the end of October. The intern receives a stipend of $175. per week, eggs and organic vegetables as well as a private room in a shared historic farmhouse on the Museum grounds. Applicants for this position should be college graduates with coursework and interests in education, environmental education, history, agriculture, organic gardening, or museum studies. Applicants should be energetic, willing to assist with farm work which is about 20 percent of the work time, enjoy working with the public, and have demonstrated experience working with children and strong interests in farms, farm animals and gardens.

EDUCATION ASSISTANT & TEACHER (Wenham Museum)
The Wenham Museum seeks an energetic and dynamic intern to serve as the Education SUMMER ASSISTANT AND TEACHER. Through youth summer programming, the Wenham Museum seeks to educate school age children about local history by having them live history through stories and utilizing the historical society’s collection. In collaboration with the Museum’s Education Director, the intern will: develop and facilitate our historical week-long summer programs, work with student volunteers and run pre-school age 2 hour long programs during the summer, and assist with other assignments as needed. Time commitment: Hours per week dependent upon internship requirements for college credit or 10-15 hours per week, more hours during the actual program dates. Internship dates (negotiable) May 15-August 15th. We are seeking a candidate who has experience working with and/or teaching children, the ability to research and develop engaging and interactive activities based on local and National history, is welcoming, reliable, and enjoys working with the public.

MUSEUM EDUCATION (Gore Place)
Gore Place, in Waltham, MA, is seeking an intern for Summer 2012. Gore Place is the 1806 historic mansion and estate of politician, lawyer, investor, and gentleman farmer Christopher Gore and his wife, Rebecca. The Museum Education Intern will conduct content research for present and future education programs, assist with the day-to-day activities of the Education department, and complete work on projects—based on the intern’s interests—that provide an educational experience for visitors to Gore Place. The internship is 15-20 hours a week for 8-10 weeks, and pay a one-time stipend of $500. Applicants must be undergrad or graduate students or career changers with interest and/or background in education, museum studies, agriculture, or history.

HISTORIC PRESERVATION / MUSEUM EDUCATION (Newport Restoration Foundation)
The Newport Restoration Foundation (NRF) Education Department has a summer internship opening for graduate students. NRF operates three museum sites and maintains 72 restored
houses from the eighteenth and early nineteenth centuries as rental properties. The intern will work with the Director of Education and Public Programs and other staff to develop and implement this season’s programs. The intern will also complete an individual project, tailored to the student’s interest and NRF’s goals, in the areas of research, educational program development, or interpretive planning. This year’s project might focus on historic building research or developing online educational content. The internship will expand the intern’s knowledge of professional museum functions while building on the intern’s skills and experience. Compensation is $13.75/hour for up to 10 weeks. Start & end dates are flexible; some weekend and evening hours required. Housing is available in one of NRF’s restored houses at $125 or $250/month, possibly shared with one other intern. Intern must provide own transportation.

VISITOR SERVICES

ACCESS INTERN (MFA, Boston)
The Museum’s Access Department is a part of Member & Visitor Services department, which offers assistance to the Museum’s broad audience of visitors with disabilities. We are currently seeking a volunteer intern to assist the Accessibility Coordinator with the Museum’s Hands Reach To Art Program for visitors who are Deaf. This internship offers an opportunity to gain invaluable practical experience working with the Deaf Community. This is an unpaid volunteer internship during the fall 2014 Semester, which may be extended to the spring 2014 semester.

Responsibilities: • Assist in Outreach to the Deaf Community • Assist in coordinating guided tours for individuals and groups • Assist in communication with American Sign Language (ASL) Guides and Interpreters

Qualifications: • Enrollment in, or recent graduation from, an undergraduate program in American Sign Language or Deaf Studies, or an undergraduate student in any field who is Deaf • Fluency in American Sign Language and written English • Strong communication, time and calendar management skills • Ability to commit 8 -10 hours per week through mid-December, (may be extended into the spring semester) • Ability to attend required orientation.

DATA COLLECTION INTERN (Boston Children’s Museum)
SUMMARY: The Visitor Services Data Collection Intern will assist in developing, conducting, and analyzing a visitor satisfaction survey.
ACCOUNTABILITIES: • Engage with adult visitors while conducting surveys • Analyze survey results and create graphs & charts to display data • Attend Statistics Task Force and other meetings as needed • Answer visitor questions regarding general Museum information • Attend trainings in order to gain a better understanding of family engagement and Museum operations
LEARNING COMPONENT: • 5 Star Boston Children’s Museum Visitor Services skills • Customer Service skills
Family engagement skills
Data collection and analysis skills
Survey Monkey skills
Exposure to Senior Management
Museum skills

QUALIFICATIONS:
• Proficiency with Excel
• Experience with an iPad and survey programs
• Excellent Customer Service skills
• Ability to work Independently
• Ability to commit to a regular work schedule
• Dependability
• High attention to detail
• Ability to handle confidential information with discretion
• Ability to work with a diverse staff and visitors
• Fluency in multiple languages a plus
• Excellent communication skills

OTHER FACTORS:
• Ability to stand for long periods of time
• Ability to function in a loud, often crowded environment

DEVELOPMENT
MEducation (Boston Athenaeum)
The Boston Athenaeum, a membership library, first opened its doors in 1807, and its rich history as a library and cultural institution has been well documented in the annals of Boston’s cultural life. Today, it remains a vibrant and active institution that serves a wide variety of members and scholars. The mission of the Boston Athenæum is to serve its members, the broader community, and scholars throughout the world by preserving and augmenting its collections of books and art, by providing library services and cultural programs, and by preserving and enhancing the unique atmosphere of its landmark building.

Membership Intern (12 months)
Department: Membership and Development Office
Hours: flexible schedule; 19 hours per week; regular evening and Saturday hours required
Compensation: $13.00 per hour; free membership concurrent with employment; no other benefits
Start Date: Immediately; open until filled; position is a 12 month position from start date

Job Description:
The Boston Athenæum seeks a qualified, energetic, and motivated individual to join the Membership and Development Office as a Membership Intern. Under the guidance of the Membership and Development staff and the supervision of the Membership and Annual Fund Officer, the intern will assist the office with the successful execution of ongoing membership recruitment and retention efforts.

Responsibilities:
• Assists with membership processing, renewal notices, in-house mailings, and data-entry
• Drafts membership communications as requested
• Staffs membership events, as well as programmatic and development events
• Manages stock of membership brochures, hand-outs, and other supplies as needed
• Assists with office maintenance, such as copying, filing, shredding, etc.
• Monitors the Membership and Development phone line
• Staffs the membership table on- and off-site
• Assists members of the Membership and Development Office/Events Office as needed
• Conducts other duties as assigned

Qualifications:
• Bachelor’s required; current MLIS graduate student preferred
• Strong interest in library management and membership organizations
• Proficiency with Microsoft Office
• Strong interpersonal and customer-service skills
• Experience working in an office setting
• Experience within a membership organization preferred
• Familiarity with development databases, including Raiser’s Edge, preferred

INSTITUTIONAL GIVING INTERN (Historic New England)
Historic New England, the nation's oldest and largest regional heritage organization, seeks a part-time intern to assist with the institutional giving program. The intern will work under the direction of the Institutional Giving Officer and be based at the First Harrison Gray Otis House, a National Historic Landmark in downtown Boston. Duties will include: identifying and researching new funding opportunities at foundations, government agencies, and corporations; reporting on these research efforts; helping with the preparation of grant proposals and reports; and carrying out other tasks that are vital to fundraising operations. The internship will provide firsthand experience in institutional giving, an important and high-demand aspect of non-profit fundraising. Graduate students in museum studies, non-profit management, arts administration, or library science are encouraged to apply. Requirements: excellent research and writing skills; strong organizational ability and attention to detail; proficiency in Microsoft Office; experience with Internet research, database entry, and basic office tasks; and excellent interpersonal skills. The internship will begin in June and require a commitment of 8-12 hours per week for approximately 3 months. All work will take place during normal business hours (Monday-Friday, 9:00-5:00). The internship is unpaid but may be completed for course credit. To apply, please send a resume and cover letter.

DEVELOPMENT INTERN (Boston Children’s Museum)
The Development Intern will gain insight into the inner workings of a small but active development office, experiencing a variety of tasks related to fundraising. This position is perfect for an individual wanting to see what it is like to work in the development field, or for a student requiring such an internship for college credit. Accountabilities: Research potential individual and corporate donors, using internet research tools; Maintain and help coordinate donor files and processes; Prepare research profiles for development staff and volunteers; Attend and participate in development department meetings as needed; Updating electronic donor records in fundraising database; Assist with special event preparations, and staff special events as needed; Assist with other donor relations and stewardship activities; Additional assignments may include publications, web-based communications. Learning Component: Research skills; Database software skills; Donor stewardship and cultivation; Event planning. Qualifications: Internships are open to college and graduate students or post-graduates. Specific work experience or credentials are not required, but a commitment to the work of a
development office is necessary. Other qualifications include: Proficiency with Microsoft Word; Experience with Raiser’s Edge development software or other database software preferred but not required; High attention to detail; Ability to handle confidential material with discretion; Excellent communications skills; Ability to participate as part of a team; Ability to commit to a regular work schedule, with flexibility upon occasion.

**DEVELOPMENT OPERATIONS (PEM)**

Join the Development team as an intern. You’ll assist in all aspects of the Peabody Essex Museum’s fundraising operations. Responsibilities include providing administrative support to Development department as needed, writing materials for donor cultivation and stewardship, assisting with specific research and data gathering projects, supporting gift acknowledgement and fulfillment activities and assisting in planning and execution of special member events. Interns will also contribute to maintenance of accurate Raiser’s Edge donor database by gathering and updating of contact information and relationships.

Internship Qualifications: College or postgraduate student with excellent written and oral communication, planning and organizational skills and ability to work independently and as part of a team. Strong interpersonal skills and precise attention to detail are required. Must be computer literate and have knowledge of and ease with Microsoft Office. Must effectively interact with members of the Development staff, as well as other museum departments. Experience conducting online research preferred. Please include a writing sample with your application.

**DEVELOPMENT OPERATIONS (MFA, Boston)**

The Development department’s primary responsibility is to build lasting relationships with the many constituents of the Museum and to ensure that the necessary funds are raised to meet the short- and long-term objectives as established by the Board of Trustees and the administration. The department manages several annual programs that together provide important operating funds for the institution. The department also devotes significant resources to the cultivation, solicitation and recognition of individuals, foundations, corporations, and government agencies for operating, bricks and mortar, and endowment support. The Development department seeks one or two part-time interns to assist with administrative and clerical duties and special projects as directed by the department assistants for Planned Giving and Gifts of Art as well as the executive assistant to the Deputy Director. This is an excellent opportunity to learn about the daily operations of the Museum’s fundraising team. An interest in institutional fundraising and arts administration is preferable.

**Responsibilities**

- Photocopying
- Assisting with mailings
- Maintaining files
- Correspondences
- Data entry
- Assisting in the setup of special events
- Other projects as assigned

**Requirements**

- Familiarity with Windows-based application software
- Discretion with confidential material
- Ability to work and thrive as part of a team and/or independently
- Attention to detail
- Reliability
- Excellent professional phone manner
- Flexibility
- Ability to commit to 10-15 hours per week for at least three months through mid December
- Ability to attend orientation
FINANCE

ADMINISTRATION AND FINANCE INTERN (Danforth Museum)
The Administration and Finance Intern will work with the Finance Director on the weekly and monthly financial reporting, analyzing data contained in the general ledger. The Intern will work on refining dashboard metrics and developing standardized presentation of them. He/she will also assist with updating the accounting manual, policies, procedures and forms, and participate in other projects as time permits. This is a flexible 8-12 week internship. The Internship is open to current college and graduate students, or recent graduates. A Finance background with good analytical skills, and familiarity with Excel and accounting terminology and systems is preferred. QuickBooks experience is a plus.

Human Resources:

HUMAN RESOURCES INTERN (PEM)
Join the Human Resources Department as an intern and learn practical, professional office experience in a fast paced environment. The Human Resources (HR) Department provides internal support in areas such as Benefits, Recruiting, Performance, Training and Compliance as well as Employee Relations. The intern will assist the HR manager with projects and clerical duties and also works closely with the HR assistant and accounting staff. Assist with online job postings, processing resumes, working with volunteer and intern data, planning staff events including training and wellness, data entry and audits.
Internship Qualifications: Course work in Human Resources and/or interest in pursuing career in Human Resources. Detail-oriented individual with strong Microsoft Office skills, knowledge of basic office procedures (filing, photocopying, faxing, data entry, word processing) and internet research capabilities. The candidate must have strong organizational skills and demonstrate the ability to work with confidential material. 15+ hours per week.

INTERNSHIP COORDINATOR
The Davis seeks an enthusiastic and capable Internship Coordinator to organize and administer all special events and activities for the Summer 2013 Program.
The Coordinator leads the Internship Program through all stages of its development and implementation, beginning in the spring semester and working through the 10-week summer session. In the spring, the Coordinator facilitates the administrative and group-building processes for new interns and plans the summer schedule. Over the summer, s/he coordinates the interns, convenes daily and weekly meetings with the group, acts as a liaison between the interns and Davis staff to ensure communication, and plans all aspects of programs, lectures, lunches, and field trips, with careful attention to the allotted program budget. The Coordinator also stewards the Program with the goal of improvement, contributing to evaluation efforts and updating the internal manual. As a secondary responsibility, the Coordinator assists Davis staff in carrying out various related projects during the summer.

This is a position of great responsibility, requiring high-level organizational and administrative skills, leadership qualities, the ability to work independently, and excellent written and oral communication skills. Sensitivity to group dynamics, experience with budget management, and an interest in the museum field would be assets.
TECHNOLOGY:

TECHNOLOGY INTERN  (Davis Museum)
Departments: Curatorial Department
The Technology Intern will work on a wide range of projects, which may include assisting with: content development for Davis projects such as museum podcasts, maintenance of the museum’s website and Facebook pages, evaluation of and work with the museum’s social media presence and other office activities. Some projects may overlap with other departments, enabling the intern to get a broad exposure to the many aspects of museums.

ADMINISTRATION:

COMMUNITY ORGANIZATION AND ADMINISTRATIVE INTERN  (Danforth Museum of Art)
The Danforth Museum of Art is accepting applications for the position of Community Organization and Administrative Intern. This position reports directly to the Executive Assistant and supports the efforts of the Executive office at the Museum in the areas of Community Organization and general Administrative oversight of the Museum. This is a particularly exciting time to be involved with the Danforth, as we are in the midst of planning for the construction of a new museum and are working to secure support for this project in the local community. The Community Organization and Administrative Intern will support these important initiatives as well as daily administrative operations, with tasks and responsibilities that will include: contacting local residents, researching contacts, preparing outreach and presentation materials, helping to facilitate high-level meetings, representing the Museum at community events, and helping to manage and oversee the day-to-day functions of the Museum. This internship is a great opportunity for anyone interested in advancing their experience in arts administration and community outreach. The intern will gain wide exposure behind the scenes in a Museum, and will have the opportunity to attend important meetings with Trustees, Museum Executive Staff, and outside consultants. This is an unpaid internship, although college credit can be arranged. Weekly hours and duration of internship are flexible, although 10-20 hours per week for 8-12 weeks is typical. This internship is open to current undergraduate and graduate students, as well as recent graduates. Desired qualifications include attention to detail, strong organizational skills, and proficient knowledge of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. An interest in museums and visual arts is preferred. Ability to attend occasional meetings or events during evenings or weekends, should the need arise, is strongly preferred.

EXECUTIVE OFFICE INTERN/EXECUTIVE OFFICE (PEM)
Join the Executive Office as an intern. Assist with the administrative, clerical and special projects duties as directed by the Executive Assistant to the Director and CEO. This is an excellent opportunity to learn about high-level administrative support and operation of one of the nation’s top museums. Responsibilities include maintaining and setting up of filing systems, preparing correspondence, photocopying, calendar management, data entry, telephone inquiries and transcription, greeting visitors, Trustees and Overseers, VIP Guests and donors. Assist with meeting and special event set-up and messengering.

Internship Qualifications: Familiarity with Office Suite applications with knowledge of Microsoft Word, Excel, excellent oral and written communication skills. The intern must have the ability to handle confidential matters in a highly professional and service-oriented environment as well as a professional phone manner and appearance. The intern should also have the desire and ability
to work and thrive as part of a team and/or independently. In addition, accuracy, attention to
detail, reliability and flexibility are essential.

Two internship opportunities, each approx. 18 hours a week on either Monday, Tuesday, and
Wednesday or Wednesday, Thursday and Friday.

**GENERAL:**

**SUMMER INTERN**
New London Maritime Society
The Custom House Maritime Museum, [www.nlmaritimesociety.org](http://www.nlmaritimesociety.org), seeks a self-starter who
loves the water as a summer intern. The intern will work a flexible part-time schedule of
Tuesday-Friday with occasional evening and weekend hours. A small stipend is available. The
intern will have the opportunity to experience all aspects of managing a small community
maritime museum. Responsibilities also will include assisting with special activities, such as the
annual Chowda’ Fest and three Lighthouse Weekends. Students with a background in boating,
maritime history, studio art, history or business are encouraged to apply.

**12 WEEK IN-RESIDENCE**
Rufus Porter Museum
The Rufus Porter Museum in Bridgton, Maine, offers two 12 week in-residence internships from
mid-May to late August 2013 with a $180.00 per week stipend. While housing is provided, a car
is a necessity. Interns obtain practical museum experience and are expected to develop and
carry out projects or programs that help them to develop personally and professionally. Priority
is given to students intending to pursue a career in museums, particularly in museum education
this year. The mission of the Rufus Porter Museum is to increase the enjoyment, knowledge,
and pride of communities by bringing to life the world and the inspiring works of Rufus Porter—
a remarkable American folk artist and inventor.

**GENERAL OPERATIONS**
• Assisting in all aspects of museum operations
• Conducting tours of the museum
• Developing and presenting educational programs for children and adults
• Assisting with fundraising and public events
• Assisting with the instillation of museum exhibits

These internships are for those majoring in or who have career interests in museum studies, folk
art, history, art history, history of science, historic preservation or the conservation and
restoration of decorative and fine arts.

Under the guidance of museum staff, a major focus for 2013 interns will be to develop
educational programming or special projects that incorporate traditional arts, humanities, and
applied sciences, centered on and extending beyond Rufus Porter’s own work. If the internship
is for degree credit, the project(s) will be guided by degree requirements.

A requirement before arrival is to read *Rufus Porter, Yankee Pioneer* by Jean Lipman, which will
be provided.

Please include in application material:
• Is this internship for college credit? If yes, please provide the professor’s name and contact
  information.
• Your level of expertise with the Microsoft Office Suite.
• Your level of expertise with PastPerfect software
• Your experience, volunteer or paid, in working with the general public.
• Your museum and academic background.
• Your level of interest in folk art, 19th century inventions/applied science, and Rufus Porter.
• What you wish to accomplish with an internship this summer.

GENERAL SUMMER INTERNSHIP (Plimoth Plantation)
Are you interested in a summer internship at a world-renowned history museum? Plimoth Plantation offers powerful personal encounters with history built on thorough research about the Wampanoag People and the Colonial English community in the 1600s. Our Internship Program offers a unique opportunity to work alongside skilled, professional museum staff in a diverse, culture-rich environment. Attend special events, lectures with our artisans and scholars, or participate in once in a lifetime experiences such as an overnight stay in the 17th-Century English Village, Wampanoag Homesite, or Mayflower II. There are internships available in our Public Relations, Development, Graphics and Web Media, Photography and Videography, Wampanoag Indigenous Program, Research and Reference Library, Collections and Material Culture, Archives, Farm, Education, Horticulture, Clothing and Textiles, and Maritime Artisan Departments. Plimoth Plantation accepts applications from college-level freshmen, sophomores, juniors, and seniors, as well as graduate students. We also accept applications from recent graduates and people making a career change. Our internships are unique opportunities to work alongside skilled, professional museum staff. We offer paid and unpaid positions, depending on the internship, as specified in each internship description. Course credit is also available if needed. We have limited housing available for interns upon acceptance into the internship program. Housing is determined by a lottery.

SUMMER MUSEUM STUDIES INTERNSHIP (Mystic Seaport: The Museum of America and the Sea)
We are seeking a select group of upper-level undergraduates and graduate students curious about museum work and passionate about sharing maritime history or marine science with the world. See how the subjects you've studied in school get translated into public history at the nation's fourth largest history museum. You'll go behind-the-scenes at other exemplary New England museums through weekly field trips. A weekly discussion seminar, assigned readings, and presentations by Mystic Seaport leaders will introduce you to museum theory and current best practices. Two days each week (including one weekend day) will be spent as an exhibit interpreter, bringing what you've learned to a broad public audience. You'll spend 1-2 days each week working with museum staff on a cross-disciplinary research project involving exhibits, educational programs, or collections-based work. Possible project topics include digital maps, shipwrecks, boat design, or the upcoming 38th Voyage of the whaleship Charles W. Morgan. Depending on the interns, research projects might involve maritime history, American literature, art, drama, marine archeology, or marine biology. College/graduate credit is available. This is a full-time internship that pays a small stipend to cover living expenses.