



RUBIN MUSEUM OF ART
150 West 17th Street, NYC 10011
212.620.5000 RMANYC.org

K-12 School Programs Internship

Commitment: 15-20 hours/week (weekday availability necessary)

Semesters: Spring and Fall only

Description: The School Programs intern will report to the Coordinator of School Programs, focusing on *Thinking Through Art*, the museum's multi-session residency program integrating art making into classroom curriculum using the arts and culture of the Himalayas. The intern will gain experience with day-to-day administrative aspects of museum-school partnerships, as well as hands-on experience in the classroom as an assistant to a teaching artist, with opportunities to co-lead lessons and facilitate gallery experience for the *Thinking Through Art* groups. Additionally, the School Programs intern will work with the Manager of School Programs to support other School Programs initiatives, including Tour & Art Workshops experiences for K-12 groups. For more information on School Programs at the Rubin Museum, visit: <http://www.rmanyc.org/schoolprograms>.

Tasks Include: Planning for and preparing materials, outreach for and assisting in the implementation of in-school art-making residency programs, participating in school tour trainings, assisting with special museum events such as the Educator Open House, as well as general administrative support.

Skills: Applicants for the School Programs Internship should have a demonstrated interest in K-12 education; enthusiasm for using visual art as a teaching tool; comfort working with diverse art-making supplies; strong administrative experience, especially with Microsoft Office; and interest in curriculum development and hands-on K-12 teaching experience. This internship is ideal for someone self-directed and detail oriented, and available at least 15 hours per week (Monday-Friday) between the hours of 8 AM-4 PM.

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: 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.

Interpretation Research and Administration Internship

Commitment: 16 hours/2 days per week (Thursdays and Fridays)

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, Nexus Lexus, etc.) preferred.

Rubin Museum of Art Overview:

Rubin Museum of Art (**RMA**) is home to a comprehensive collection of art from the Himalayas and surrounding regions. Through changing exhibitions and an array of engaging public programs, RMA 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 Benefits:

All internships are unpaid. Academic requirements may be fulfilled by arrangement with the individual college or university. In appreciation of their dedication, 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:

Email resume and cover letter (noting your availability, interests, and qualifications) to:

Louise Brooks

Manager, Community Relations and Volunteer Programs

Rubin Museum of Art

volunteersandinterns@rmanyc.org