

ASU ART MUSEUM INTERNSHIPS SPRING 2018

EDUCATION

Education: Undergraduate or graduate

Major/area(s) of study: Art History, Art Education, Studio Art, or related field.

Internship involves: Supporting the Education Department with ongoing projects and programs associated with exhibitions.

Interns will:

1. Help Education staff with planning and implementation of programs.
2. Research and prepare materials that relate to upcoming events and programming.
3. Research/compile information regarding artworks, time period and artists.
4. Other departmental projects as needed.

EVENTS AND DEVELOPMENT

Education: Undergraduate or graduate

Major/area(s) of study: Business, Special Events, Art History/Art Education/Studio Art, or related field.

Internship involves: Supporting the Events and Development Department with ongoing projects and events.

Interns will:

1. Engaging in strategic planning and implementation of events.
2. Processing and tracking event or rental booking information and paperwork
3. Assist with event setup and management
4. Other duties as needed

CONSERVATION

Education: Undergraduate or graduate

Major/area(s) of study: Art History, Museum Studies, Studio Art, Chemistry or Biology with a special interest in art

Internship involves: Conducting a survey of works on paper in the collection of the ASU Art Museum and assisting to determine which works need conservation attention.

Interns will:

1. Search the museum's database and archives
2. Be introduced to basic conservation process
3. Other duties as needed.

CURATORIAL/PRINT ROOM

Education: Undergraduate or graduate

Major/area(s) of study: Art History, Museum Studies, Studio Art or related field.

Internship involves: working with curators on research projects

Interns will:

1. Research/compile information for curator regarding artists
2. Assist on special projects
3. Other departmental projects as needed.

PR / MARKETING

Education: Undergraduate or graduate

Major/area(s) of study: Art History, Museum Studies, PR/Marketing, Journalism or other related field.

Internship involves: Aiding the Communications specialist with the preparation and dissemination of information regarding what's happening at the museum, including exhibitions and lectures.

Interns will:

1. Update calendar listings around the Valley with new information about exhibits, events, etc.
2. Edit and maintain database of contacts.
3. Provide support in fielding press inquiries.
4. Other departmental projects as needed.

REGISTRATION

Education: Undergraduate or graduate

Major/area(s) of study: Art History, Museum Studies, or related field.

Internship involves: Assisting Registrar's Office with collection, exhibition and database management.

Interns will assist with:

1. Object marking, photography, and inventory of artwork.
2. Ongoing projects involving accession records.
3. Condition reports.
4. Exhibition installation/take down.
5. Collection research.
6. Data entry into collections-management database.
7. Responding to inquiries about the Museum's collection.
8. Monitoring the climate control system(s).
9. 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 information stored in the Registrar's Office, discretion is essential. Interns should be able to lift up to 25 lbs.

ROTATING (CROSS-DEPARTMENTAL)

Education: Undergraduate or graduate

Major/area(s) of study: Art History, Museum Studies, Business, Studio Arts, PR/Marketing, Journalism or other related fields.

Internship involves: Assisting all departments within the museum (Education PR/Marketing, Events, Curatorial, Conservation, Registration).

Interns will:

Rotate between 5 departments every three-weeks. Front Office interns will gain insight into several departments; granting them a more holistic understanding of the different departments that exist within the museum. This internship aims to provide students with an introductory and holistic understanding of the museum.

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 information stored in the Registrar's Office, discretion is essential.

If you have a specific project idea that you would like us to consider for an internship at ASU Art Museum, please feel free to submit that information along with your general internship application.