



MICHENER ART MUSEUM

James A. Michener Art Museum Summer 2019 Internship Program Department Project Descriptions

1. Arts Education Department:

Arts Education Interns (multiple interns)

An internship with the Department of Youth and Family Programs at the Michener provides college students with an excellent and varied museum education experience. The ideal candidate will have experience with young people and an interest in education, with a major in art education, art history, arts administration, museum studies, or education. S/he will gain hands on experience working with children age 5-15 in art classroom settings. S/he may also collaborate with fellow interns on self-selected Museum related projects. Past intern projects have included: developing gallery activities for art classes and school groups; creating a published family guide for special exhibitions; writing blogs about Museum exhibitions and programs; creating a yearbook of educational activity at the Michener; and researching art therapy projects and programs for young people and adult audiences. Every effort is made to tailor the intern experience to the intern candidate, so that the internship is mutually beneficial for the intern and the Museum. The camp season runs June 18 through August 17; it is helpful for the education intern to be available prior to the start of camp season to assist with set up, supplies, and classroom preparation. For a complete list of our summer camp programs, visit MichenerArtMuseum.org.

Photography Intern (1 intern)

Department of Arts Education at the James A. Michener Art Museum is seeking an intern to oversee all photography for the Museum's summer camp program. The ideal candidate will have a major or minor in photography. S/he will be available throughout the summer to photograph students and their artwork, to edit photos as needed through Photoshop or other editing software, to manage the digital photograph presentation in the Education Gallery, and to maintain the summer camp photography file. S/he will bring their laptop and camera to the Museum, and be equipped with photo editing software. S/he will be a creative thinker, independent, organized, enthusiastic, team player, and interested in art, young people, and museum education. The camp season runs June 18 through August 17. It is helpful for the photography intern to be available prior to the start of camp season to assist with set up, supplies, and classroom preparation. For a complete list of our summer camp programs, visit MichenerArtMuseum.org.

2. School and Teacher Programs Department:

School and Teacher Programs Intern (1 intern)

The James A. Michener Art Museum is seeking an intern who will provide support in the Michener's Department of School and Teacher Programs. Specifically, this qualified candidate will be focused on reviewing current school and teacher materials and refreshing them to be applicable for current standards in education along with updating them to be accessible in an online format that would be used for the Michener's education website, Learn with the Michener Art Museum,

www.learnmichener.org. In addition, this candidate would be responsible for writing new content and developing standards based on interdisciplinary curriculum resources, such as content for the Michener's teaching posters on the permanent collection. The ideal candidate will have experience in education, with a major in art education, museum studies, or education. S/he will be a creative thinker, independent, organized, enthusiastic, team player, and interested in art and museum education. S/he will have excellent writing skills, be detail oriented, and have a working knowledge of websites developed for arts and museum education. Experience in website content management systems such as Wordpress preferred but not required. S/he may also develop gallery based activities for school groups or families, along with writing blogs about Museum exhibitions and programs. For a complete list of programs and resources for School and Teacher Programs, visit MichenerArtMuseum.org.

Family Education Center/Makerspace Intern (1 intern)

The James A. Michener Art Museum is seeking an intern who will provide support in the Michener's Department of School and Teacher Programs. Specifically, this qualified candidate will be focused on the Museum's interactive gallery space, the Family Education Center. This candidate would work alongside the Director of Interpretation and Innovation to review and evaluate the space and existing resource materials. S/he would design and create new materials to reflect the current needs of visitors, both digital and non-digital, modeled after current makerspace initiatives. The ideal candidate will have experience in education, with a major in art education, museum studies, or education. S/he will be a creative thinker, independent, organized, enthusiastic, team player, and interested in art and museum education. S/he will have excellent writing skills and will be detail oriented. For a complete list of programs and resources for School and Teacher Programs, visit MichenerArtMuseum.org.

3. Department of Interpretation and Innovation (1 intern)

The James A. Michener Art Museum is seeking an intern who will provide support in the Michener's Department of Interpretation and Innovation. This qualified candidate will be focused on supporting digital projects in the department including but not limited to: improving the Michener's presence on the Google Art Project platform and backend system and developing new online exhibits within the site, video/audio editing, and working and making improvements with the content management system that supports the website, Learn with the Michener, www.LearnMichener.org. This candidate would also be responsible for developing new media content to be used for the Michener's Permanent Collection Mobile App, <https://michenerartmuseum.oncell.com> along with user testing and enhancing navigation within the application. The ideal candidate will have experience in technology, education, art education, or museum studies. S/he will be a creative thinker, independent, organized, enthusiastic, team player, and interested in emerging and interactive technologies in the museum field and their applications to the visitor experience. S/he will have excellent writing skills, be detail oriented, and have a working knowledge of digital and new media technologies and online platforms. Experience in working with content management systems such as Wordpress, photo editing software, and video/ audio editing preferred.

4. Museum Collections Internship THIS POSITION HAS BEEN FILLED

- Assist Registrar and Curatorial Staff with tasks and special projects involving the permanent collection and temporary exhibitions.

- Additional duties may include inventory, researching and re-housing objects, taking and processing digital images, assisting with exhibition installation and de-installation, data entry, and administrative tasks related to the department, as needed.

Candidates should be currently enrolled in a museum related graduate program, or a humanities/art related undergraduate program and possess an interest in museum collections work. The candidate must have strong research and organization skills. The ideal candidate has basic knowledge of museum collections management practices, collections care, strong computer literacy and is able to work independently. Hours are flexible and can be adjusted to accommodate the intern's schedule (10-20 hours per week). This internship is open to both graduate and undergraduate students interested in pursuing a career involving museum collections.

5. Marketing Department

THIS POSITION HAS BEEN FILLED

The Marketing Department is seeking an intern to assist in a variety of duties, including the following: update website content and create blog posts; help with audience and market research; assist in writing press releases; assist in preparing print and digital marketing materials; assist in exhibition, programs, class, and other institutional publicity efforts; provide social media support; coordinate advertising materials; prepare marketing summaries and reports; update contact lists; provide administrative support to marketing department; proofreading and fact checking. The ideal candidate will have the following qualifications: strong writing, research, and interpersonal skills; proficiency in Microsoft Office, WordPress, social media platforms, and other programs (Constant Contact, SurveyMonkey, etc.); exceptional proofreading skills; detail oriented, self-motivated, pursuing a degree in marketing, communications or related field.

6. Group Tours and Community

THIS POSITION HAS BEEN FILLED

The scope of the internship in the Group Tours and Community Programs Department will include the following:

Introduction to Art Museum:

- Administrative activities
- Education Department's Community Outreach programs & Group Tours management.

Adult Group Tour marketing activities:

- Researching appropriate target audiences
- Developing leads, creating spreadsheet of contact information
- Working with team to update contact information of past leads
- Working with team to send out mailer

Managing Group Tour reservations:

- Responding to inquiries, assisting group leaders planning visits.
- Communicating information to Visitor Services staff
- Communicating with docents to assign tours

Art for All Programs:

- Organize photos and assist with the volunteer recruitment flyer for local high schools.

7. Library and Archives Internship

THIS POSITION HAS BEEN FILLED

The Museum seeks 1 intern in the library/archives/Bucks County Artists Database (BCAD) this summer. One project will be to update the BCAD, add new entries and add video to existing entries.

The intern will help in processing archival collections – Museum archival holdings include archives of individual artists and of institutional archives. Duties include rehousing sensitive materials including photography, correspondence and to a certain extent art work and help creating/finding aids for these collections.

Concurrently, we will also be looking for material in these files for upcoming digitization projects; identify and prioritize material of archival value such as original sketches and photography and rehouse these materials with the archival collection.

To apply, please email a resume and cover letter specifying preferred internship projects to:

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