

ARTS AND CULTURAL INTERNSHIPS

For more information on any of the internships on this page, see Gene Durkee, Director, Pathways – Career and Life Planning, edurkee@nec.edu, 603 428 2358.

22ND MASS. VOLUNTARY INFANTRY (MAVI), HISTORICAL REENACTMENT INTERNSHIP

(various locations depending upon event/battle to be re-enacted)

Doug Lyons

Phone: (978) 897-3728

recruiter@22ndmass.org

Re-enact a Civil War soldier in every event in which the 22nd MAVI participates; dress as a soldier from the Union army would; participate in parades and the reenacting of the Battle of Gettysburg; maintain character in battles and parades and avoid the use of modern equipment and conveniences.

AMERICAN FEDERATION OF ARTS, DEVELOPMENT/MEMBERSHIP INTERN

New York, NY

Misti Wills, HR Coordinator

American Federation of Arts

305 East 47th Street, 10th Floor

New York, NY 10017

email: mwills@afaweb.org

fax: 212-861-2487

phone: 212.988.7700 ext. 221

The internship provides hands-on fundraising and membership experience in a national non-profit arts organization. Key responsibilities: assist with grant writing and prospect research for individual foundation, and corporate fundraising; assist with research for a new membership program; draft correspondence and make telephone inquiries, as needed; maintain paper and computer project files; assist with department meetings and special events, as needed; assist the department with additional administrative tasks, as needed.

AMERICAN FEDERATION OF ARTS, SPECIAL EVENTS INTERN

New York, NY

Misti Wills, HR Coordinator

American Federation of Arts

305 East 47th Street, 10th Floor

New York, NY 10017

email: mwills@afaweb.org

fax: 212-861-2487

phone: 212.988.7700 ext. 221

The Special Events Internship provides hands-on event planning and fundraising experience in a non-profit arts organization. Key responsibilities: assist with all aspects of planning for the AFA Spring Luncheon on Tuesday, May 7, including assisting at the event; assist with planning other upcoming events, such as AFA ArtViews panel discussion, members' events, trips, etc.; draft correspondence and make telephone inquiries, as needed; maintain paper and computer project files; assist the department with additional administrative tasks, as needed.

ANCHORAGE MUSEUM AT RASMUSON CENTER, LIBRARY AND ARCHIVES SUMMER INTERNSHIP

Anchorage, AK

Kathleen Hertel-Baker, Director of
Library and Archives

Anchorage Museum at Rasmuson Center

121 West 7th Ave Anchorage, AK 99501

hertelkr@ci.anchorage.ak.us

907-343-6189

www.anchoragemuseum.org

Help assist with daily functioning of a library and museum; assist with library and archival work; arrange and describe collections; preservation work; create finding aids; plan for move to an expanded facility.

BIG IDEA GRAPHICS, ARCHITECTURAL SIGNAGE INTERN

Concord, NH

Andrea Garneau

Big Idea Graphics

19 Federal St.

Concord, NH 03301

603 715 2175

Developing viral racing graphics; researching vintage graphics to obtain new ideas; design graphics packages; cutting signs; setting up artwork for cutting; photo rendering; along with supervisor, meet with clients as necessary.

BRATTLEBORO MUSEUM & ART CENTER, MUSEUM ASSISTANT

Brattleboro, VT

Teta Hilsdon, Operations Manager

Brattleboro Museum & Art Center

10 Vernon Street

Brattleboro, VT 05031-3390

Fax: 802-258-9182

Email: office@brattleboromuseum.org

Phone: 802-257-0124 ext. 101

Website: www.brattleboromuseum.org

Assist in all aspects of running a small contemporary art museum: Administration: General administrative assistance will include telephone answering, database upkeep, marketing support, membership and event mailings, website maintenance, writing press releases and more. Exhibits: Work behind the scenes on the installation, de-installation, and up-keep of exhibits: serve as a substitute gallery greeter; help with openings and public functions; and more. Research: Online research may include finding information on a piece of art, researching gift shop merchandise, updating press lists, updating and expanding exhibit and event listings, updating internship listings, contacting exhibiting artists about their publications, and other projects as needed. Education: Education tasks may include setting up school for visits, preparing materials for activities, setting up for and staffing public lectures, assisting at workshops, and providing assistance to the education curator as requested.

BOY SCOUTS OF AMERICA LIBRARY, LIBRARY TECHNICIAN INTERNSHIP

Bedford, NH

Joe Biedrzycki

603-582-8757

studiobnh@myfairpoint.net

Leadership and direction of the re-organization of approximately 5,000 titles which comprise one of the largest private libraries of Scouting-related resources in the country. The Lawrence L. Lee Scouting Museum houses the Max I. Silber Library, which is in need of a complete re-organization in order to make resources more available by SUBJECT, than AUTHOR (most of whom are largely unknown). Work would be largely independent, but would have to be coordinated with a staff (Committee) member as coordinator, for access to this free-standing, self-contained facility located on the property of Camp Carpenter in Manchester, NH. We would prefer working with someone who can get college credit for the effort, but will consider ANYONE interested in this strictly VOLUNTEER effort. Individual will be responsible for completely re-organizing the collection, applying the established Dewey Decimal System, labeling each volume accordingly, and creating a reference system which includes all titles in the system.

COLLEGE FASHIONISTA, WRITING/BLOGGING INTERNSHIP

(remote site via internet)

Amy and Melissa Levin

<http://www.collegefashionista.com/>

Melissa@collegefashionista.com

Contribute to weekly blog online. Write weekly column which will appear online.

COPLEY SOCIETY, GALLERY ADMINISTRATION SERVICES

Boston, MA

Suzan Redgate

158 Newbury Street

Boston, MA 02116

617.536.5049

info@copleysociety.org

Learn about the daily operations of a busy, popular non-profit art gallery - selling art, organizing exhibition jury sessions, interacting with artists and patrons. Projects will vary widely, from the planning and installation of upcoming shows to the maintenance of our directories of portrait and sculpture artists and the occasional foray into our archives at the Boston Public Library.

COPLEY SOCIETY, DESIGN & MEDIA SERVICES

Boston, MA

Suzan Redgate

158 Newbury Street

Boston, MA 02116

617.536.5049

info@copleysociety.org

Put your skills to work designing show cards, catalogs, and web-marketing emails. Create advertisements for our exhibition and education programs. Maintain our list of press contacts and media outlets. Help promote the Copley Society of art through print and electronic media. Provide regular maintenance of our artist registries, and participation in public relations and marketing efforts. Involvement in most aspects of gallery functions – sales, event planning, and general promotion efforts

THE CULTURAL CENTER AT EAGLE HILL, ARTS MANAGEMENT INTERN

Hardwick, MA

Paul Overton

Director of the Cultural Center

413-477-6746

paul@thecenterateaglehill.org

Arts Management Interns receive academic credit for their work, and build a unique resume of experience. But more importantly, they get to apply in a real-world way a wide range of previous learning, from writing to math to technology, while acquiring critical new skills and knowledge...all in the context of doing important work. Interns work with a faculty member as part of a small team to help: manage the Cultural Center budget; maintain Cultural Center calendars for space usage and public programming; liaise with EHS and visiting users of the facility; write copy for the Cultural Center website and publications; manage subscription-based mailings and distribution of newsletters; update the Cultural Center website content; coordinate publicity and advertising for performing arts events; write press releases; plan and implement special events.

THE CULTURAL CENTER AT EAGLE HILL, GALLERY INTERN

Hardwick, MA

Paul Overton

Director of the Cultural Center

413-477-6746

paul@thecenterateaglehill.org

Interns, through the guidance of the gallery coordinator, gain experience in arts administration, exhibit planning, and the daily operation of a professional gallery. This is an excellent opportunity for anyone interested in a career in the art world. As members of a gallery team, interns and the gallery coordinator meet for three weekly planning and work sessions. During these meetings, the team visits other galleries to observe styles, interview gallery directors and personnel, and attend show openings. This is also the time interns learn a variety of professional practices including how to measure and plan the use of exhibition space; design and write exhibition brochures; promote exhibitions within the campus and local community; install works of art; and act as docents introducing exhibits to visitors.

THE CULTURAL CENTER AT EAGLE HILL, TECHNICAL THEATER INTERN

Hardwick, MA

Paul Overton

Director of the Cultural Center

413-477-6746

paul@thecenterateaglehill.org

Students manage and run the state-of-the-art theatrical lighting, sound, and rigging systems at the Cultural Center—for our own plays, concerts and other functions—and for visiting productions. Interns must be interested in technical theater, and ready to be a responsible, reliable, devoted member of a team. Student interns participate in intensive training. Then, they take on responsibilities such as consulting with performing artists about their technical needs, designing and implementing lighting, sound, rigging, and set, and running the technical functions for each concert and production. Ongoing professional development helps interns hone their practice of technical arts.

ENOCH ENTERTAINMENT, MARKETING AND EVENTS COORDINATOR INTERNSHIP

Manchester, NH

Eric Jackson

Enoch Entertainment

400 Bedford Street

Manchester, NH 03101

Phone 603.661.3934

Interns will work directly with an actively performing band (together with Enoch Entertainment professionals). Tasks would include the following: Develop/enhance and manage on-line marketing media, including website(s), Facebook, YouTube, Twitter and MySpace accounts. This would also involve day-to-day updating and blogging related to on-line media, and researching and identifying other appropriate on-line marketing/advertising opportunities. Spearhead the development of a “Street Team” to help promote and support events/performances and grow “brand recognition”. Identify and execute strategies to grow the band’s mailing/member list. Coordinate marketing and PR for all band events and performances, including: Designing, printing and placing print media (posters, flyers, etc..) prior to and at the time of performances; Pursuing and coordinating local media coverage (newspapers, radio stations, etc.); Securing, placing and distributing promotional items, give-away items and band merchandise prior to and at performances (T-shirts, etc.). Create and distribute press releases, mailing list announcements, and schedule announcements. Schedule, plan and oversee several independent events. Arrange and coordinate promotional activities with corporate sponsors, clubs and vendors Coordinate and oversee event vendors which may include sound & light engineers, videographers, photographers, etc... Coordination with venue representatives in preparation for live performances

GIBSON'S BOOKSTORE, RETAIL MANAGEMENT INTERNSHIP

Concord, NH

Michael Hermann, Deb Baker

Gibson's Bookstore

South Main St.

Concord, NH 03301

603 224 0562

Stack/shelve books and help with ordering

Take inventory, research new releases and best sellers in order to assist customers, provide service to customers, assist with special events organization and publicity (create and distribute flyers, help contact authors, etc.).

GREATER PORTSMOUTH CHAMBER OF COMMERCE, TOURISM INTERNSHIP

Portsmouth, NH

Nicki Noble, Tourism Manager

tourism@portsmouthchamber.org

Phone: (603) 610-5517

Intern responsibilities include assisting the tourism manager in: preparing for tourism committee meetings (1-4 per month); attending meetings when appropriate; setting up and working Chamber events (Annual Tourism Summit, monthly Business After Hours, and other events as needed or available); helping with preparations for the Portsmouth Harbour Trail; assisting with administrative details; helping develop and proof promotional materials; sending mailings to sponsors, tourism industry members, etc.; working and getting connected with volunteers, local business owners, and visitors.

HIGGINS ARMORY MUSEUM, CONSERVATION INTERNSHIP

Worcester, MA

Devon Kurtz

Director of Education and Public Programs

(508) 853-6015 ext. 15

higgins@higgins.org

The museum conservator/exhibits-preparator is responsible for the physical care, maintenance, and protection of the collection, and installs exhibits. Conservation interns assist the conservator/exhibits-preparator with ongoing functions and responsibilities. The internship provides hands-on skills and experience in a variety of activities relating to artifact care, management, and display.

HIGGINS ARMORY MUSEUM, CURATORIAL INTERNSHIP

Worcester, MA

Devon Kurtz

Director of Education and Public Programs

(508) 853-6015 ext. 15

higgins@higgins.org

A curatorial intern assists the curatorial department with ongoing work and current departmental initiatives, while engaging in research and implementation of an independent project. The internships are designed to provide participants with hands-on experience in a variety of curatorial functions, as well as a tangible credential in the completion of a focused and meaningful project.

HIGGINS ARMORY MUSEUM, MARKETING INTERNSHIP

Worcester, MA

Devon Kurtz

Director of Education and Public Programs

(508) 853-6015 ext. 15

higgins@higgins.org

Marketing interns assist with the email newsletter, photography, video, social media, preparation of marketing materials and media releases, analysis of audience surveys, and other projects as needed. Basic knowledge of Microsoft Office applications, social media applications and Internet search engines, copywriting ability, excellent English grammar skills and attention to detail are a must.

HIGGINS ARMORY MUSEUM, EDUCATION & PUBLIC PROGRAMS INTERNSHIP

Worcester, MA

Devon Kurtz

Director of Education and Public Programs

(508) 853-6015 ext. 15

higgins@higgins.org

Education interns work with the interpreter staff to assist with auditorium presentations, tours, workshops, and visitor services. In addition, interns work independently on a project that fits with the department's needs and the student's goals. Past examples have included writing curriculum, researching and developing new programs, and assisting with the development of the museum's audio tour.

JAMESTOWN/YORKTOWN FOUNDATION, MUSEUM STUDIES INTERNSHIP

Williamsburg, VA

Elaine Cannon

Jamestown/Yorktown Foundation

P.O. Box 1607

Williamsburg, VA

757-253-4034

Work with exhibits, conduct research, as gallery docent, introduce visitors to the Museum. Plan and assist with new programs and special projects, curatorial work, marketing and retail, museum educational services. Work as costumed interpreter illustrating life in a 17th century colonial settlement.

MT. KEARSARGE INDIAN MUSEUM, COLLECTIONS INTERN

Warner, NH

Volunteer Manager

Mt. Kearsarge Indian Museum

mkim.volunteer@tds.net

PO Box 142, Warner NH 03278

603-456-2600 ext. 226

Duties (opportunities vary with the season and may include any of the following): Help maintain and catalog new and existing Native American artifacts; assist with assessment of climatic conditions of galleries; work with education staff on exhibits and displays.

KEARSARGE INDIAN MUSEUM, EDUCATION INTERN

Warner, NH

Edie Daigle

mkim.volunteer@tds.net

PO Box 142, Warner NH 03278

603-456-2600

Duties (opportunities vary with the season and may include any of the following): Help lead student/youth groups on museum tours; promote MKIM at outreach events such as fairs; work with classroom teachers to enhance MKIM school tours and educational materials; develop a project of lasting value for the museum such as an exhibit, program prop, or teacher resource, etc.

KEARSARGE INDIAN MUSEUM, MARKETING INTERN

Warner, NH

Duties (opportunities vary with the season and may include any of the following): Help create advertisements and flyers for special events; help upgrade marketing plan and media schedule; promote MKIM at outreach events such as fairs; upgrade marketing materials; create MKIM publications; assist store manager in promoting online store; develop a marketing project of lasting value for the museum.

LEAGUE OF NH CRAFTSMEN, ARTS AND EDUCATION INTERNSHIP

Concord, NH

Catherine Green, Standards and Education Manager

League of NH Craftsmen

49 South Main St. Suite 100

Concord, NH 03301

603-224-3375

cgreen@nhcrafts.org

Opportunities for student volunteer work and engagement now include: Research in the permanent collection to prepare notebooks of information on NH artists; creating video/DVD interviews of artists for use in public education; taping business and professional development classes offered by the League; serving as docent at the four yearly exhibitions; monitoring and assisting teachers at The Craft Center classes; serving as an apprentice to craftspeople; volunteering at the yearly Craftsmen's Fair.

MARIETTA MUSEUM OF HISTORY , OBJECTS/ARTIFACTS INTERNSHIP

Marietta, GA

Christa McCay, Registrar

Marietta Museum of History

1 Depot Street, Suite 200

Marietta, GA 30060

Website: www.mariettahistory.org

christa@mariettahistory.org

The intern will work with the Registrar in assisting with inventorying and cataloging of the Museum's extensive object collection. The object collection contains three dimensional artifacts ranging from furniture to advertising memorabilia. Movement of boxes and furniture, examination and inventorying of box contents, attaching identification labels, taking pictures of artifacts.

MARIETTA MUSEUM OF HISTORY, PUBLIC RELATIONS INTERNSHIP

Marietta, GA

Christa McCay, Registrar

Marietta Museum of History

1 Depot Street, Suite 200

Marietta, GA 30060

Website: www.mariettahistory.org

christa@mariettahistory.org

The intern will work with getting the word out about upcoming Museum events by using various media types. The intern will also attend events to promote the Museum to potential community partnerships.

Main Responsibilities: Create press releases for upcoming events and activities; contact various media outlets about upcoming Museum events and programs; update the Museum social network media; send out information about the Museum using email alerts and mailings; attend networking events to promote Museum events.

MAINE STATE GOVERNMENT, SUMMER INTERNSHIP PROGRAM

(locations in Augusta and throughout State of ME)

Charles Morris, Program Administrator

Maine State Government Summer Internship Program

Margaret Chase Smith Policy Center

University of Maine

5715 Coburn Hall

Orono, Me 04469-5715

207-581-4135

morris@maine.edu

www.umaine.edu/mcsc/MeSGIP.htm

There is no single description for an internship with the ME State Internship Program. Each summer, various departments will choose to sponsor an intern, so the departments and tasks will vary widely. Probably the best way to explore the possibility of a ME State Government Internship will be to go directly to their website, which again is: www.umaine.edu/mcsc/MeSGIP.htm Interns in the past have performed work such as designing booklets in PhotoShop and InDesign.

MAINELINE GRAPHICS (MLG), GRAPHIC DESIGN INTERNSHIP

Deering, NH

Kerri Mobile

MaineLine Graphics (MLG)

118 Deering Center Road

Deering, NH 03244

603-464-5725

kerri@mainelinesigns.com

Interns will be assigned design projects by designers/account managers. They will be trained on all necessary software and be expected to document and communicate their progress via the project database and email.

NEC ART GALLERY, GALLERY INTERN

Henniker, NH
Prof. Darryl Furtkamp, NEC Art Department
dfurtkamp@nec.edu
603 428 2329

Depending upon the project, an NEC Gallery intern may: assist in cutting-edge, multi-media exhibits as well as exhibits in traditional media; review artist submissions and participate in the selection process communicate with exhibiting artists; directly participate in exhibition curation and design; assist with logistics.

NH HISTORICAL SOCIETY MUSEUM, RESEARCH INTERNSHIP

Concord, NH
Wesley G. Balla
NH Historical Society Museum
6 Eagle Square Concord, NH 03301
(603)-856-0625

Assist in preliminary research and cataloging of textiles that are recently acquired by the museum Using the online catalogs that are maintained by the museum as well as doing some research of your own

THE NEW HAMPSHIRE HISTORICAL SOCIETY MUSEUM, MUSEUM INTERNSHIP

Concord, NH
NH Historical Society Museum
Katelyn McLaughlin, Education Programs Coordinator
kmclaughlin@nhhistory.org
603/856-0611

Stephanie Fortin, Education Services Coordinator
sforti@nhhistory.org
603/856-0604
6 Eagle Square, Concord, NH 03301
603-856-0625

The New Hampshire Historical Society is the independent nonprofit that saves, preserves, and shares New Hampshire history. The Society serves thousands of children and adults each year through its museum, library, educational programs, and award-winning publications. Interns might perform work in the following areas: Research; indexing and cataloging; assisting at events; preservation projects in the library, special collections, and the museum; working as a museum guide or docent.

NEW HAMPSHIRE POLITICAL LIBRARY, ARCHIVE/CATALOG INTERN

Concord, NH
NH Political Library
St. Anselm College
100 Saint Anselm Drive
Manchester, New Hampshire 03102
(603) 641-7000

The intern will rely primarily on the on-site archivist and program directory for direction and for day to day instruction in the care and preservation of artifacts and documents. The college faculty sponsor will provide theoretical information and academic support. Archival duties as assigned. The intern will

examine new collections, catalogue and preserve artifacts and ephemera from the history of politics in New Hampshire. In large part the intern will choose which projects to work on, thus prioritizing according to the Library's direction.

NEW HAMPSHIRE DIVISION OF PARKS & RECREATION, BLOG/PHOTOGRAPHY INTERNSHIP

Concord, NH

Grant Klene

grant.klene@dred.state.nh.us

Internship will entail visiting different parks either weekly, biweekly, or monthly depending on your school's internship requirements and sharing the experience through our blog - blog.nhstateparks.org. With the variety of historic sites, campgrounds, recreational trails, and events at our State Parks, our bloggers have no shortage of creative ideas to blog about. Once a schedule is approved you will go out and explore the parks (biking, kayaking, skiing, hiking, camping, etc) to capture the NH State Park experience and to collect content for your blog post. You will write about your experiences. You will photograph each park (scenic, action, people) and take video when appropriate. You will upload your photos and writing using Wordpress for review before being published. Your submissions will be promoted on NH State Parks Facebook page and Twitter feed. The information collected may also be used to improve our individual park web pages as well as the state tourism website www.visitnh.gov. You will also be required to develop a promotional plan to market the blog via public relations. This will involve reaching out to relevant organizations, clubs and bloggers for cross promotion. You will need to commit to an approved schedule for visiting one or more parks (include rec trails, historic sites, events). You will need to upload high resolution photos to our state FTP site for our photo library.

NORTH TOWN PUBLISHING, INC., WEB RESEARCH/WRITING INTERNSHIP

(virtual, online)

North Town Publishing, Inc.

1465 Woodbury Ave. #273

Portsmouth, NH

info@northtownpublishing.com

Duties of this internship include writing articles and basic book research, performing internet research, organizing book research information, managing electronic information (pdf, doc, and jpg image), and writing short articles.

THE SMITHSONIAN'S DISCOVERY THEATRE FOR YOUNG AUDIENCES, DEVELOPMENT INTERN

Washington, DC

Contact: For more information on applying or about internships with The Smithsonian Associates Program and Discovery Theater, please [click here](#). If you have any questions about internships, please email TSAinternships@si.edu

The intern will assist with the daily general office duties in the Development department such as: creation of marketing materials, cultivation and stewardship materials for donors; preparation of acknowledgement letters, grants and sponsor proposals; conduct online research for grants and donation prospects; data entry in donor tracking software.

THE SMITHSONIAN'S DISCOVERY THEATRE FOR YOUNG AUDIENCES, PERFORMING ARTS INTERN

Washington, DC

For more information on applying or about internships with The Smithsonian Associates Program and Discovery Theater, please click [here](#). If you have any questions about internships, please email TSAinternships@si.edu

Intern will assist with all aspects of TSA Performing Arts programming, including: Research, booking, budgets, contract negotiation, season planning, logistical setup, and marketing; provide direct, hands-on support through the design and production of printed event programs, flyers, patron correspondence, and onsite support of performing arts, film and family programs; assist with box office and house management duties during some evening and weekend productions; spring interns will also assist with the planning, preparation and/or execution of TSA's Smithsonian Sleepover program.

ST. PETERSBURG REVIEW, EDITORIAL ASSISTANT INTERNSHIP

Elizabeth Hodges, Editor

(603) 228-9831

ehodges@stpetersburgreview.com

This position directly assists the Editor with the daily functions of preparation and publication of St. Petersburg Review. Tasks vary daily, and include: maintenance of mailing lists and social media; managing relationships with bookstores, event venues, and contributing authors; reading and editing of large volumes of submissions.

STRAWBERRY BANKE, ARCHAEOLOGY INTERNSHIP

Portsmouth, NH

Brittany Liscord

Strawbery Banke Museum

PO Box 300

Portsmouth, NH 03802

Interns work closely with museum staff on meaningful projects and will have access to the museum's historical resources that provide the interpretation for the four centuries of men, women, and children who have lived in the Strawberry Banke neighborhood, and: assist in the development of the archaeology department's digital database. The archaeology collection contains over 1 million artifacts, along with photos, maps, and paperwork from the largest and most successful urban archeological projects ever conducted in New Hampshire; assist with data entry, scanning documents and slides, and digital photography of artifacts; learn about survey methodology and mapping technology, using Geographic Information Systems (GIS) to relate artifact data to archaeological sites on the Strawberry Banke grounds.

STRAWBERRY BANKE, PRESERVATION/COLLECTIONS INTERNSHIP

Portsmouth, NH
Brittany Liscord
Strawbery Banke Museum
PO Box 300
Portsmouth, NH 03802

Interns work closely with museum staff on meaningful projects and will have access to the museum's historical resources that provide the interpretation for the four centuries of men, women, and children who have lived in the Strawberry Banke neighborhood. The Strawberry Banke collection includes ceramics, furniture and other decorative arts as well as over thirty historic structures. This internship will focus on research in these areas to assist in future building reports, museum exhibitions and other project based initiatives. Interns may also work on creating inventories, documenting furnishing plans, working on a department blog and assisting with regular collections care.

WORCESTER ART MUSEUM, COMPUTER STUDIO INTERNSHIP

Worcester, MA
Laura Riach
Visitor and Volunteer Services Manager
55 Salisbury Street
Worcester, MA 01609
508.799.4406
volunteerservices@worcesterart.org

Assist Manager of Youth and Family Class Programs with maintenance of Computer Studio; updating, upgrading and installing software; maintain network and file backups; hardware maintenance and installation; other duties as required.

WORCESTER ART MUSEUM, OFFICE OF THE REGISTRAR - DIGITIZATION INTERNSHIP

Worcester, MA
Laura Riach
Visitor and Volunteer Services Manager
55 Salisbury Street
Worcester, MA 01609
508.799.4406
volunteerservices@worcesterart.org

To assist the Office of the Registrar with the digitization of the analog print collection; create and maintain files - may require searching of Museum database; research specific inquiries regarding the permanent collection, using Museum database, library resources and/or exhibition archives; other administrative duties as needed.

WORCESTER ART MUSEUM, EXHIBITION & CATALOGUE INTERNSHIP

Worcester, MA

Laura Riach

Visitor and Volunteer Services Manager

55 Salisbury Street

Worcester, MA 01609

508.799.4406

volunteerservices@worcesterart.org

To assist the Curatorial Assistant of Prints, Drawings and Photography department with research, cataloguing and general organization. Catalogue, organize and maintain acquisition files and related metadata; assist cataloguing new acquisitions; research information for upcoming exhibitions; copy articles, amend exhibition-related documents, edit label and wall text; independent research in libraries Potential work on mobile application for exhibitions.

WORCESTER ART MUSEUM, STUDIO WORKSHOP INTERNSHIP

Worcester, MA

Laura Riach

Visitor and Volunteer Services Manager

55 Salisbury Street

Worcester, MA 01609

508.799.4406

volunteerservices@worcesterart.org

Plan, implement and administer the gallery /studio workshop program. Under the direction of the Manager of Youth and Family Class Programs, work with the Tour Program Coordinator to implement gallery/studio workshops; maintain statistics and prepare reports to reflect annual and ongoing progress of the program; assist in developing new audiences for G/S workshops and birthday parties (i.e. scouting); help plan and implement WAM's December, February and April vacation week programs.

WORCESTER ART MUSEUM, PUBLIC PROGRAM INTERNSHIP

Worcester, MA

Laura Riach

Visitor and Volunteer Services Manager

55 Salisbury Street

Worcester, MA 01609

508.799.4406

volunteerservices@worcesterart.org

Assist the Assistant Curator of Education with in gallery public programming; staff drop-in activities in the galleries; organize materials for gallery activities; work cross-departmental as needed.

WORCESTER ART MUSEUM, REGISTRATION INTERNSHIP

Worcester, MA

Laura Riach

Visitor and Volunteer Services Manager

55 Salisbury Street

Worcester, MA 01609

508.799.4406

volunteerservices@worcesterart.org

Assist the Administration Coordinator in the Education office; support Education office, including public contact, class registrations and answering phones; post classes on Craig's List and data entry; special projects, including reports on targeted portions of the Museum's public, including the Museum's adult and youth students; assisting in the Art pARTnership programs with Elm Park Community School.

WORCESTER ART MUSEUM, VISITOR SERVICES INTERNSHIP

Worcester, MA

Laura Riach

Visitor and Volunteer Services Manager

55 Salisbury Street

Worcester, MA 01609

508.799.4406

volunteerservices@worcesterart.org

Assist Visitor Services Manager with day-to-day operations and work on project-based initiatives; welcome guests to the Museum, provide information on programs and exhibitions; sell memberships, collect admission fees and data; work in back office on various Visitor Services projects.