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@coplesociety.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@coplesociety.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
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.

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.

ENOCHE 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 artifact s 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 Soceity 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 INTERNSHIP**
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 TSAAinternships@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.

STRAWBERY 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 Strawbery Banke neighborhood. The Strawbery 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.