Rubin Museum of Art is home to a comprehensive collection of art from the Himalayas and surrounding regions. Through changing exhibitions and an array of engaging public programs, the Rubín Museum 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 Activities:
Interns in all museum departments are invited to participate in several group activities per semester:

- **Brown-bag lunches**: staff guests discuss their jobs as well as their educational, professional, and artistic backgrounds allowing interns to learn about various museum departments and careers.

- **Private tours of NYC cultural organizations**: these trips are designed to expose interns to the broader New York City arts world, as well as the field of Himalayan studies. Past tours have included: Asia Society, ICP, Latse Contemporary Tibetan Cultural Library, and CUE Art Foundation.

Intern Benefits:
All internships are unpaid. Academic requirements may be fulfilled by arrangement with the individual college or university. Rubin Museum interns receive the following benefits:

- Free admission at museums across the country
- 25% discount on most items in at Serai, the Rubin Museum's shop and café
- Free admission to most Rubin Museum programs when/if available
- 10% discount on selected Rubin Museum programs
- Invitation to an annual appreciation event

How to apply:
Applicants are encouraged to apply for **up to three** internships (descriptions follow). Please write a one-page cover letter which specifies (1) which internships you are applying for, (2) your relevant qualifications, (3) your interest in the Rubin Museum of Art, and (4) your availability (days/times).

Please email your resume and cover letter to:
Racquel Dwomoh
Coordinator, Internship Program
Rubin Museum of Art
volunteersandinterns@rmanyc.org
AVAILABLE INTERNSHIPS:

CURATORIAL INTERNSHIP – GENERAL

Commitment: 10-15 hours per week
Semesters: Fall or full academic year
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work and upcoming exhibitions that focus predominantly on Himalayan art and material culture. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.
Skills Required: East Asian Languages and Cultures, South Asian Studies, Tibetan Studies, Asian Art History, or Religious Studies research skills focusing on the Himalayan region.
Skills Desired: Reading and writing knowledge of Chinese, Sanskrit or Tibetan; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

CURATORIAL INTERNSHIP – CONTEMPORARY EXHIBITIONS

Commitment: 10-15 hours per week
Semesters: Fall or full academic year
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work and upcoming exhibitions that focus on modern and contemporary South Asian art and photography, or cross-cultural connections in contemporary art. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.
Skills Required: South Asian Studies and Asian Art History background
Skills Desired: Reading and writing knowledge of Hindi or Urdu; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

CURATORIAL INTERNSHIP – TIBETAN LANGUAGE

Commitment: 10-15 hours per week
Semesters: Fall or full academic year
Academic Level: Mature undergraduate, recent graduate, or graduate student
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research, occasionally in Tibetan language, and provide support for curatorial work and upcoming exhibitions that focus on Himalayan art. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.
Skills Required: East Asian Languages and Cultures, South Asian Studies, Tibetan Studies, Asian Art History, or Religious Studies research skills focusing on the Himalayan region.
Skills Desired: Reading and writing knowledge of Tibetan; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.
CURATORIAL INTERNSHIP – SOUTH ASIAN ART

Commitment: 10-15 hours per week  
Semesters: Fall or full academic year  
Academic Level: Mature undergraduate, recent graduate, or graduate student  
Description: Under the guidance of Rubin Museum curators, the Curatorial Intern will perform research and provide support for curatorial work for an upcoming exhibitions that focus on South Asian art. The candidate should be well-organized, with good attention to detail, knowledge of working with images, and familiarity with scanning and editing software.  
Skills Required: South Asian Studies or South Asian Art History research skills  
Skills Desired: Reading and writing knowledge of Hindi, Sanskrit or other South Asian language; Proficiency in MS Excel, MS Word, and image software (Photoshop). Must have excellent writing skills.

COMMUNICATIONS/COMMUNITY OUTREACH INTERNSHIP

Commitment: 2-3 days per week  
Semesters: Fall, Spring, Summer, or full academic year  
Positions available: 3  
Description: Community Outreach Interns perform functions critical to communicating the Rubin Museum’s mission and offerings to myriad audiences including Chelsea business owners and residents, immigrant communities, senior citizens, tourists, and Asian art lovers.  
Tasks include: Creating and managing lists in Excel; internet research; traveling throughout New York City to distribute museum literature and make personal contact with potential museum audiences; relationship building with our local Chelsea business neighbors; meeting and greeting community members at networking events and fairs/festivals; drafting correspondence; assembling mailings.  
Skills Required: Internet research skills and proficiency in Excel, Outlook, and Word. Ability and desire to travel independently throughout New York City to distribute museum literature. English proficiency required; Spanish, Chinese, Tibetan or Nepali language skills a plus.

EDUCATION: SCHOOL PROGRAMS INTERNSHIP

Commitment: 10-12 hours per week  
Semester: Fall 2012  
Position Available: 1  
Description: The School Programs intern will work with the Manager of School Programs to support the planning, organization, and implementation of a wide range of programs for K-12 students and teachers. Please visit www.rmanyc.org/schoolprograms to learn more about these offerings.  
Duties may include, but are not limited to:  
- Researching and structuring the resources for staff trainings  
- Preparing materials and supplies for in-school residency programs  
- Supporting morning K-12 Workshop programs in the Education Center  
- Assisting with the organization of the Fall Educator Open House  
- Traveling to schools throughout New York City to share museum resources and collect contact information  
- Maintaining monthly K-12 e-newsletter and ongoing Education Blog listings: http://education.rma2.org/  
- Independent research  
- General administrative support  
- Other related duties as assigned  
Qualifications: Mature undergraduate, recent graduate, or graduate student. Demonstrated interest in K-12 learning, museum education, and the visual arts. Excellent phone communication and interpersonal skills,
exemplary writing and research abilities. Experienced multi-tasker. Fluent use of MS Office and web publishing programs like WordPress and MyEmma. Ability to work independently.

INTERPRETATION RESEARCH AND ADMINISTRATION INTERNSHIP

Commitment: 16 hours/2 days per week (Thursdays required—includes evening hours)
Semesters: Fall, Spring, and Summer
Description: The Interpretation Research and Administration Internship will work with the Manager of Visitor Experience and Access Programs to research Himalayan art and culture as well as upcoming exhibitions in support of a rigorous staff Guide and volunteer Docent training program. In addition, the Interpretation Research and Administration Intern will prepare training materials and documentation and assist heavily with the administrative needs of a department of 40 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
  • Compilation of training materials and training calendars
  • Preparation of promotional flyers and email blasts for Visitor Experience tour programs, general outreach for tour program offerings
  • Archiving exhibition training materials
Qualifications: Bachelor’s or Master’s degree preferred. Must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word, Excel and PowerPoint required, and familiarity with internet search and research engines (JSTOR, LexisNexis, etc.) ideal (though not required). An interest in South Asian, Indo Tibetan or Himalayan studies or art history also desired.

COLLECTIONS MANAGEMENT INTERNSHIP

Commitment: One or two days per week
Semesters: Fall
Positions Available: 1
Description: The Collections Management Intern will conduct an inventory of the mounts used for artworks in the collection of the RMA. Intern will gain “behind the scenes” familiarity with museum collections management and materials and techniques used in mount making. Intern will work with the Exhibitions Coordinator to update the exhibitions archive.
Tasks and assignments may include: The goal of this internship is to create a visual record and written description of the mounts created for the RMA collection. Intern will be working in mount storage and art storage areas as well as the Collections Management Office. The intern will work with the Exhibitions Coordinator to organize and update the Exhibition Archives.
Skills required: Intern must be highly organized, resourceful and self-sufficient; Strong knowledge of basic desktop software and camera. Work without constant supervision. High attention to detail and manual dexterity.
Skills desired: MA student or recent graduate in Arts Administration, Preventive Conservation, Exhibition Design or other field related to museum collections management. Interest in Himalayan art a plus.

DEVELOPMENT/Membership Internship

Commitment: 10-15 hours per week (TBD)
Semesters: Fall
Positions Available: 1
Description: The Development/Membership Intern will work with the Development department on the Rubin Museum’s membership programs as well as its Institutional Giving program. Duties will include assisting with data
maintenance; correspondence; mailings; conducting research on individuals and sister museums; other special projects; membership events; and general administrative duties.

**Qualifications:** A bachelor’s or master’s degree candidate preferred, especially someone with a strong interest in arts administration. The individual must have strong computer, organizational, research, and interpersonal skills. Proficiency in Microsoft Word and Excel are required.

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**FILM PROGRAMMING INTERNSHIP**

**Commitment:** Approximately 15-20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of three months.

**Semesters:** Fall, Spring, Summer, Full Academic Year

**Position Available:** 2

**Description:** The Programming department seeks a qualified and highly-motivated intern to assist with a variety of departmental needs in its production of ongoing feature film and/or documentary film series. The intern will be involved in two distinct areas of work: 1) event production and day to day administration of ongoing film series, and 2) research and development of future film series. Ongoing series at the museum often include a Friday night feature film series *Cabaret Cinema*, and a Wednesday afternoon documentary series *Lunch Matters*.

**Tasks Include:**
- Researching ideas for future feature and/or documentary film series that are inspired by museum exhibitions and content
- Researching ideas for film introducers, booking introducers, and obtaining contact and/or biographical information about speakers
- Creating and proofreading marketing materials for events, such as print flyers, e-flyers, website text, PowerPoint displays, etc.
- Managing set-up, production, and house management of ongoing series

**Skills:** Candidate must have an excellent knowledge of 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, artists/speakers, staff, and volunteers. Experience and in-depth knowledge of feature film and/or documentary films is required. Interest in event production and the arts is preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

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**PROGRAMMING INTERNSHIP**

**Commitment:** Approximately 15-20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of four to six months.

**Semesters:** Fall, Spring, Summer, Full Academic Year

**Positions Available:** 2

**Description:** Programming is seeking an intern to assist with a variety of departmental needs in its production of performances, concerts, talks and events. The intern will be involved in two distinct areas of work: 1) event production and day to day administration, and 2) research and writing relating to future events. He/she may also have specific projects to spearhead during their time here depending on interests, skill set, and availability.

**Tasks Include:**
- Assisting with set-up, production, and house management of the museum’s public programs, including concerts, movies, talks and performances.
- Creating and proofreading marketing materials for events, such as print flyers, e-blasts, website text, PowerPoint displays, etc.
- Researching ideas for future programs, and obtaining contact and/or biographical information about performers/speakers, writing brochure copy, etc.
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, artists/speakers, staff, and volunteers. Experience with or interest in event production or the performing arts is preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

**PUBLICATIONS INTERNSHIP**

**Commitment:** 10-15 hours per week  
**Semesters:** Fall  
**Academic Level:** Mature undergraduate, recent graduate, or graduate student.  
**Description:** Under the guidance of Rubin Museum Publisher, Publications Intern will coordinate image acquisition, bibliographic integration, manuscript approval stages, and other tasks related to an exhibition and publication on Tibetan Medicine. Work may involve website content development. Work with editor on content management system and enews letter. Must have research and editorial abilities. The candidate should be well-organized, with attention to detail, and good computer skills.  
**Skills Required:** Proficiency in MS Excel, Photoshop, and MS Word.

**WEB CONTENT/DIGITAL MEDIA INTERNSHIP**

**Commitment:** Approximately 15-20 hours/week  
**Semesters:** Fall, Spring, Summer  
**Academic Level:** Mature undergraduate, recent graduate, or graduate student  
**Description:** Print & Electronic Media team seeks an intern to assist with the preparation and production of video content for online distribution. Additionally, there may be opportunities to contribute to the museum’s blog and social media outlets.  
**Tasks Include:**  
- Preparing and editing archival video of our live events.  
- Filming and editing interviews, training sessions, and access videos.  
- Creating additional multimedia for the museum’s blog and exhibition needs.  
**Skills:** Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Skills and interest in filmmaking or museum multimedia preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Experience with non-linear video editing is required (Final Cut Pro). Proficiency in Photoshop is highly desired, as is experience with hand-coding HTML/CSS. Proficiency in Excel and Word is necessary. Must be able to work on a Mac.