

INTERN JOB DESCRIPTIONS

Communications and Marketing

Interns will work on a variety of projects including, but not limited to:

- Assisting in the promotions and marketing of exhibitions
- Compiling daily art news
- Researching, creating, and updating media lists including blogs and Internet sites
- Seeking out prospective museum audiences for group tours
- Writing press releases, media advisories, public service announcements, letters to the press, and other public relations tools
- Staffing and organizing exhibition press previews
- Creating and maintaining press kits
- Maintaining departmental data and work space
- Writing ad copy
- Making pitch and follow-up calls
- Fulfilling assigned phone duty

Curatorial

Interns will work on a variety of projects including, but not limited to:

- Researching the museum's collection
- Researching/writing for upcoming temporary exhibitions
- Researching individual artists
- Researching potential donor and funder information
- Assisting with clerical duties on existing exhibition projects
- Fulfilling assigned phone duty

Development

Interns will work on a variety of projects including, but not limited to:

- Developing donor cultivation materials
- Implementing cultivation activities and events, including events for Museum Patron, Museum Council, President's Club, Business and Professional Women's Council, and Young Professionals Forum membership groups
- Managing constituent relations through Raiser's Edge database
- Responding to donor correspondence via mail, e-mail, and telephone
- Assisting with planning the Annual Spring Gala and Fall Benefit
- Assisting with various solicitations, including the Annual Fund and Corporate Membership
- Assisting with data clean-up and analysis projects
- Researching prospects
- Participating in weekly departmental strategy meetings
- Fulfilling assigned phone duty

Education

Interns will work on a variety of projects including, but not limited to:

- Researching and developing ideas for family festivals, family programs, teen programs, and family guides
- Working with museum visitors and docents
- Researching and helping to plan NMWA's film programs
- Helping with school partnerships and curriculum creation
- Implementing programs
- Accomplishing general office duties such as scanning slides and creating power point presentations
- Fulfilling assigned phone duty

Finance

Interns will work on a variety of projects including, but not limited to:

- Assisting with compiling grant information
- Assisting with compiling unrestricted, temporarily restricted, and permanently restricted information
- Assisting with the year end close out and audit preparation
- Fulfilling assigned phone duty

Graphic Design

Interns will work on a variety of projects including, but not limited to:

- Designing promotional postcards
- Designing ads
- Updating museum signage and directories
- Designing press kit materials
- Fulfilling assigned phone duty

Library and Research Center

Interns will work on a variety of projects including, but not limited to:

- Supporting the ongoing development of *Clara: Database of Women Artists™*
- Assisting with the research of women artists from NMWA's permanent collection and exhibitions: expanding information through research; contacting artists to update biographical information as appropriate; fact-checking; editing and writing
- Assisting with securing copyright clearances for use of images and multimedia in the database
- Assisting with the creation and entry of content into the new database, following cataloguing standards, and undertaking artist authority work
- Fulfilling assigned phone duty

Member Services

Interns will work on a variety of projects including, but not limited to:

- Responding to member correspondence via mail, e-mail, and telephone
- Assisting in planning and staffing member events
- Assisting in the development of direct mail acquisitions, renewals, and appeals
- Assisting with Founding Member mailings
- Assisting with on-site membership visibility
- Assisting with data clean-up and analysis projects
- Participating in weekly campaign status review and strategy meetings
- Fulfilling assigned phone duty

Publications

Interns will work on a variety of projects including, but not limited to:

- Assisting with the production of NMWA's member magazine, *Women in the Arts*, by researching, writing sections, gathering stories and images, and helping with every step in the design and print processes
- Assisting with catalogue production by gathering images and copyright information and editing captions
- Mailing complimentary copies of magazines and catalogues
- Fulfilling assigned phone duty

Registrar

Interns will work on a variety of projects including, but not limited to:

- Assisting with inventorying the collection and works of art on loan
- Assisting with monitoring conditions of artwork on exhibition and environmental monitoring of display spaces
- Assisting with ongoing upgrades to the collections management filing system and routine creation and maintenance of records
- Performing data entry in MIMSY XG, the museum's collections information system
- Assisting with maintaining the museum's archive of digital images of works of art in the permanent collection and assisting with rights and reproduction activities
- Assisting with condition reporting works of art
- Assisting with transferring information between the Registrar's Office and the Library's archive of women artists
- Assisting with the preparation of disaster preparedness materials (procedural manual, response supply kit, etc.)
- Fulfilling assigned phone duty

Retail and Wholesale Operations

Interns will work on a variety of projects including, but not limited to:

- Assisting with routine management and maintenance of the shop
- Assisting with purchasing, receiving, and tracking inventory using a POS system
- Assisting merchandising and visual display
- Assisting with managing sales from the magazine and website
- Assisting with following wholesale product development
- Researching for items relevant to the museums permanent collection and specific exhibitions
- Assisting with customer and vendor relationship coordination
- Assisting with special projects and special events
- Assisting with web site maintenance
- Assisting with development of the shop pages in the fall edition of *Women in the Arts* and with the Museum Shop Holiday Catalog
- Assisting with web site maintenance
- Fulfilling assigned phone duty