

P | E | M Peabody Essex Museum

Fall 2016 Internships

For up-to-date listings and application instructions please visit:

http://www.pem.org/about/_employment/internships_fellowships/

Deadline for submissions is August 1st. Internships begin September 8, 2016.

ART & NATURE CENTER

ART & NATURE CENTER INTERN

Join the Art & Nature Center (ANC) as an intern. You'll greet and help visitors in the recently renovated ANC and monitor how families interact with exhibits. You'll help maintain exhibits, teach interactive programs and art activities. You'll research varied topics while working on independent projects. Possible projects include: supporting exhibition evaluation, generating public programming ideas and exploring future ANC exhibition topics. Administrative tasks include copying, preparing for programs, preparing mailings and organizing supplies.

Internship Qualifications:

College or graduate student. Some customer service or education experience is preferred but not required. You should have a friendly, personable manner, strong communication skills and a passion for working with children and families and be comfortable interacting with the public. Ideal for students interested in museum education. Ability to stand and lift moderately heavy objects helpful.

CREATIVE SERVICES DEPARTMENT

DESIGN INTERN

Join the Creative Services team as a design intern. If you are nearing completion of a graphics art degree and would like to gain significant workplace experience before graduation, this is the ideal internship for you. You'll produce a wide range of printed materials including signs, brochures, fliers and postcards and help solve design and construction problems related to museum signage, packaging, etc. Interns will learn to take a job from conception through printing (including press checks).

Internship Qualifications:

College student and skilled designer, proficient in InDesign, Photoshop and Illustrator, who can work independently and with a team. You must also have good writing skills and be interested in working in an arts/nonprofit environment. The ability to work well with staff throughout the organization is essential. A link to an online portfolio or samples of your work in PDF format with your application is required.

CURATORIAL DEPARTMENT

CURATORIAL INTERN - PHOTOGRAPHY

Join the Photography Department, where you'll help manage exhibitions and gain hands on experience working with an extensive collection of historic and modern photographs. Duties may include assisting with the care and conservation of photographs in the permanent collection; establishing and updating research files on individual photographers, data management (including maintaining electronic and paper files) and assisting with other curatorial and exhibition projects as needed.

Internship Qualifications:

MA or current art history graduate students. Knowledge or coursework in the history of photography or experience with handling and cataloguing objects is desirable.

CURATORIAL INTERN – EXHIBITIONS AND RESEARCH

Join the curatorial team as an intern assisting with research for upcoming exhibitions and curatorial projects. Assignments will include helping to develop and manage object checklists and image files for upcoming exhibitions and assisting with research as directed. Tasks will include data management including photocopying, scanning, collating, organizing, filing and managing paper and digital files. Projects will involve research on European and American design and decorative arts, American painting, and maritime history. Interest and experience in working in any of these areas is desired. This position will report to the Associate Curator for Exhibitions and Research.

Internship Qualifications:

College or graduate student with a demonstrated interest in art history or material culture. Qualified candidates should be enthusiastic, articulate, organized, self-motivated, and willing to assist with a variety of administrative and curatorial tasks related to the projects. The best candidate will have experience conducting academic research and be extremely detail-oriented and able to work on a variety of tasks as priorities require. Candidates must be able to interact in a professional manner with museum visitors and staff. Proficiency with Microsoft Windows programs is necessary. Experience with Adobe Photoshop would be very helpful.

CURATORIAL INTERN – EXHIBITIONS AND RESEARCH II

Join the curatorial team as an intern assisting with research for upcoming exhibitions and curatorial projects. Assignments will include helping to develop and manage the working list of objects for upcoming exhibitions and assisting with research as directed. Tasks will include data management including photocopying and scanning, collating, organizing, filing and managing paper and digital files. The project will also involve research on contemporary and historic art and design related to upcoming exhibitions at PEM. Reporting to the Curator for Exhibitions and Research this position will help with upcoming exhibition and curatorial projects as directed.

Internship Qualifications: College or graduate student, preferably with knowledge of historic and contemporary art and design. Qualified candidates should be enthusiastic, focused, articulate, organized, self-motivated, and willing to assist with a variety of administrative and curatorial aspects of the project. Candidates should have experience conducting research on the internet as well in libraries and archives and other venues. The candidate must be detail-oriented, maintain a high level of accuracy, and be able to work on a variety of tasks as priorities and scheduling require. The intern must demonstrate excellent writing skills in English, as assignments may include writing brief descriptions of objects, or summarizing information from museum files. Candidates must be able to interact in a professional manner with museum visitors, patrons and supporters, researchers, and other staff. Proficiency in Microsoft Windows programs, Excel, and Adobe Photoshop is necessary. Prior experience with museum collections databases is a plus.

DEVELOPMENT DEPARTMENT

DEVELOPMENT INTERN

Join the Development team as an intern. You'll assist in all aspects of the Peabody Essex Museum's fundraising operations. Responsibilities include providing administrative support to Development department as needed, writing materials for donor cultivation and stewardship, assisting with specific research and data gathering projects, supporting gift acknowledgement and fulfillment activities and assisting in planning and execution of special member events. Interns will also contribute to maintenance of accurate Raiser's Edge donor database by gathering and updating of contact information and relationships.

Internship Qualifications:

College or postgraduate student with excellent written and oral communication, planning and organizational skills and ability to work independently and as part of a team. Strong interpersonal skills and precise attention to detail are required. Must be computer literate and have knowledge of and ease with Microsoft Office. Must effectively interact with members of the Development staff, as well as other museum departments. Experience conducting online research preferred. Please include a writing sample with your application.

DEVELOPMENT EVENTS INTERN

Join the Development team as an events intern. Assist the Manager of Development Events in the successful planning, organizing and execution of cultivation, stewardship and fundraising events, including the Annual Gala; assist with events planned by the Museum Director's office, Curatorial, and Marketing departments. The intern also helps coordinate mailings for invitations, appeals, gift acknowledgments, and follow-up letters; prepares, proofreads and edits correspondence; tracks event RSVPs, guest lists and seating assignments and assists with other data entry activities in development database and provides additional support for some weekend and evening events. This is a great opportunity to learn about audio visual, photography and print material requests for events and work with the Manager of Development Events on select aspects of planning for events such as PEM's annual Gala.

Internship Qualifications:

Computer skills (especially Microsoft Word, Excel, PowerPoint, and other standard office programs); knowledge of EventPro and Raiser's Edge software a plus; excellent telephone, writing, and interpersonal skills; previous administrative or office support experience required, development and/or event planning desirable. The intern should have the ability to manage multiple tasks and prioritize and take individual initiative; and be personable, high energy, flexible and team-oriented. The intern should also have excellent communications skill and will work with donors, volunteers and external event vendors for Development Fundraising events and Gala.

EDUCATION DEPARTMENT

CREATIVE ENGAGEMENT INTERN

Work closely with the creative engagement programming staff to research and produce a wide variety of programs. Research program presenters including visual artists, authors, filmmakers, musicians, art and history experts. You'll also help create and implement interactive art activities for adults that will be offered at our *Exhibition Opening Day Celebrations* as well as the *PEM/PM: Evening Party Series*. Interns may also be asked to help support the early learning story and art making program: PEM PALS. Held every Wednesday morning, it's a fun, interactive program with books, movement, music, art and hands-on activities designed for under 5 year olds and their caregivers. Responsibilities may include researching books and related art making projects. Administrative tasks include organizing materials, ordering supplies, and preparing prototypes for art activities.

Internship Qualifications:

College or graduate student who is knowledgeable about art, art-making and enjoys working with people.

Academic concentration in Education, Studio Art, Art History or Museum Studies preferred. You will need strong organizational skills, computer skills and the ability to work collaboratively or independently and multitask. The intern should be comfortable speaking in front of groups and have excellent communication skills. Must be available some nights, weekends and Wednesday mornings for events.

CONNECTED LEARNING INTERN

The Education and Interpretation department seeks creative, driven interns to assist with the research, development and facilitation of Fall programming for student, youth and teacher audiences. Gain experience designing gallery activities that promote critical thinking, creative expression and interdisciplinary learning; prepping and running art activities; contributing to teacher professional development programs; and tracking attendance and feedback on tours. A willingness to work independently and as a team, an openness to try new things, and a desire to work with a diverse range of audiences are qualities that we seek.

Internship Qualifications:

Graduate student or advanced undergraduate who seeks opportunities to work directly with students and teachers and is knowledgeable of art and art making. Academic concentration in Education, Studio Art, Art History or Museum Studies preferred. Strong organizational skills, computer skills, communication skills, comfort speaking in front of groups, and ease with multitasking are all required. Experience leading art activities and/or developing curriculum materials is preferred.

EXECUTIVE OFFICE

EXECUTIVE OFFICE INTERN

Join the Executive Office as an intern. Assist with the administrative, clerical and special projects duties as directed by the Executive Office Manager. This is an excellent opportunity to learn about high-level administrative support and operation of one of the nation's top museums. Responsibilities include maintaining and setting up of filing systems, preparing correspondence, photocopying, data entry, telephone inquiries, mailings, research, greeting visitors, Trustees and Overseers, VIP Guests and donors. Assist with meeting and special event set-up.

Internship Qualifications:

Familiarity with Office Suite applications with knowledge of Microsoft Word, Excel, excellent oral and written communication skills. The intern must have the ability to handle confidential matters in a highly professional and service-oriented environment as well as a professional phone manner and appearance. The intern should also have the desire and ability to contribute and thrive as part of a team and/or independently. In addition, accuracy, attention to detail, reliability and flexibility are essential. The hours for this Internship are Monday through Friday for a total of 20-25 hours per week.

EXHIBITION RESEARCH AND PUBLISHING

EXHIBITION RESEARCH AND PUBLISHING RIGHTS INTERN

Are you passionate about museums, books, and good data management? The Exhibition Research and Publishing Department is looking for an enthusiastic intern with an interest in learning more about copyright. The rights intern will assist the Digital Asset Manager and Editor on current PEM publishing projects, including books, digital publications, marketing image acquisition, process guides, and more. S/he will have the opportunity to learn about museum-quality book production broadly, and copyright and digital asset management principles and processes in detail. As an active contributor to our team, the rights intern will fulfill a variety of tasks: conducting rightsholder research, writing captions and photography credits, assisting with data organization and image management, and more.

Internship qualifications: Undergraduate or graduate students with experience in publishing, library and information sciences, and/or the arts are encouraged to apply. The position requires excellent research and data presentation skills, and proven proficiency with the Windows operating system and Microsoft Office, particularly Excel. Experience with Lightroom preferred but not required. The ideal applicant would be engaged, organized, detail-oriented, self-motivated, and comfortable managing multiple tasks in a fast-paced office environment. Candidates must be able to communicate clearly and professionally with museum staff, vendors, rightsholders, and researchers.

EXHIBITION RESEARCH AND PUBLISHING EDITORIAL INTERN

Are you passionate about museums, books, and good writing? The Exhibition Research and Publishing Department is looking for an enthusiastic intern with an interest in museum editorial to join our team. The editorial intern will assist the Editor and Digital Asset Manager on current PEM publishing projects, including exhibition catalogues, digital publications, exhibition labels, style guides, process guides, and more. S/he will have the opportunity to learn book and digital publishing processes broadly, and museum editorial principles and processes in detail. As an active contributor to our team, the editorial intern will fulfill a variety of tasks: copyediting, proofreading, fact-checking, bibliographic research, marketing copywriting, transcription, and more.

Internship qualifications: Undergraduate or graduate student with experience and interest in publishing, communications, English studies, and/or the humanities are encouraged to apply. The position requires excellent writing, editorial, and presentation skills, specifically those related to writing about art and museums, and knowledge of *The Chicago Manual of Style*. Proficiency with the Windows operating system and Microsoft Office, in particular Word and Excel, is necessary. The ideal applicant would be engaged, organized, detail-oriented, self-motivated, and comfortable managing multiple tasks in a fast-paced office environment. Candidates must be able to communicate clearly and professionally with museum staff, researchers, visitors, and supporters. faxing, data entry and internet research capabilities. Excellent organizational skills and the ability to work with confidential material. 15 hours per week.

MARKETING DEPARTMENT

MARKETING INTERN

Join the Marketing team as an intern. As a ready contributor to our marketing team, you'll assist the department in researching and writing our monthly tourism newsletter, radio spots and e-blasts to PEM subscribers. You'll also support the department with a variety of tasks including sales, data entry, distributing materials to museum partners and processing donation requests.

Internship Qualifications:

College student with exemplary communication skills, strong organizational and people skills, attention to detail, a comfortable phone presence and the ability to work independently. You will need Internet skills for research, strong office skills and the ability to multi-task.

MUSEUM SHOP

MERCHANDISING INTERN

Join the Merchandising team as a fall intern to work on marketing for social media. You will support the department in growing online awareness for the museum shop and for the online site PEMshop.com. Tasks will include developing and posting content for social media for Facebook and Instagram as well as tracking and evaluating metrics with Facebook and Google Analytics.

Internship Qualifications: Undergraduate or graduate student with excellent communication skills and possess strong organizational skills, attention to detail, and have the ability to work independently. Candidate should be proficient in Word, Excel, have photography skills and be able to edit digital images, plus have experience posting to Facebook and Instagram.

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