



Internship Announcement

Position Title: **Public Programs Intern, Fall 2017**

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately 20 hours per week.

Purpose and Goals: This position will support the Education and Public Programs department in establishing MIM as a center of culture and community by using the museum and its collection as a platform for collaboration on local, national, and international levels. The Public Programs Intern will gain an in-depth understanding of museum program design, from conceptualization to implementation, as well as how education and public programs contribute to the museum's mission.

Duties and Responsibilities

- Assist with administration and planning stages of all programs
 - Support programs team in drafting and receiving service agreements and collecting marketing collateral from artists
 - Maintain open communication with artists regarding program details
 - Complete administrative tasks such as submitting graphic requests and payment requests, setting up meetings, and organizing digital assets in MIM's image database
- Assist with maintaining good working relationships and outreach to MIM partners, especially cultural organizations and artists, among others
 - Research potential artists, presenters, and community partners
 - Effectively track artist solicitations and prospects for future use
 - Complete artist/presenter and vendor evaluations
- Assist with program implementation for all Signature Events, including but not limited to Experience Cultural Programs, Musical Icon programs, holiday programs, and special exhibition programs
 - Provide artist hospitality and attend to presenter/performer or vendor needs
 - Help set up, execute, and tear down program activities
 - Greet and instruct MIM volunteer team members at program activities
 - Provide excellent customer service and assist Guest Service team when needed

- Respond to issues and last-minute changes before and during program
- Participate in program wrap-up meetings and assist with wrap-up tasks
- Other duties to be performed as needed

Qualifications

- Excellent interpersonal and verbal/written communication skills
- Strong organizational capacity
- Intermediate computer skills, including typing and familiarity with Microsoft Office Suite
- At least two years of completed undergraduate work

Educational Opportunities

- Give practical application to popular elements of museum theory regarding participatory design and community engagement
- Learn and apply museum industry best practices and standards
- Become familiar with non-profit, and specifically museum, organizational practices

Internship Term

- Early August 2017 through mid-December 2017
- Schedule to be decided with intern supervisor; hours will include:
 - 20 hours/week between 8:30 a.m. and 5:00 p.m. Monday—Friday, some weekends required
- Daytime weekend availability is required on the following program dates:
 - August 12-13, September 2-3, October 7-8, November 11-12, December 2-3, and December 16-17. Possibly to include August 5-6, pending start date of internship term.

For more information please visit our website at mim.org

To apply please follow the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=themim&jobId=66270&lang=en_US&source=CC2