

## Internship Announcement

### Position: Public Programs Intern, Summer 2022

**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 MIM's Education and Public Programs department in the planning, development, implementation, and evaluation of Signature Events. 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

- Provide administrative support in all stages of program execution
  - Compile information and create working documents related to brainstorming, scheduling, logistics, and evaluation; update and maintain departmental working documents in a timely and accurate manner
  - Draft and send service agreements to artists; collect and compile marketing materials and logistical information from artists; facilitate event technology communications
  - Draft and submit graphic design requests and payment requests; organize public programs meeting schedule; enter digital asset metadata in MIM's image database
  - Draft, circulate, and edit program copy and educational activity copy for internal distribution and online posting
- Provide creative support for development of current and future programs schedule
  - Research potential artists, presenters, and community partners
  - Contribute to conversations and brainstorming sessions regarding program themes, activity content and structure, troubleshooting, etc.
- Maintain positive working relationships and communication with MIM partners and artists
  - Effectively document and track artist solicitations and prospects for future use
  - Complete artist/presenter and vendor evaluations for internal records
- Assist with day-of program implementation for all Signature Events
  - 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 all other MIM teams as needed
- Other related departmental duties as necessary

## **Qualifications**

- Excellent interpersonal and verbal/written communication skills
- Strong organizational capacity and ability to prioritize tasks
- Strong working knowledge of Microsoft Office Suite
- At least two years of completed undergraduate work

## **Educational Opportunities**

- Practical application of museum theory, participatory design, and community engagement
- Learn and apply museum industry best practices and standards
- Become familiar with arts and culture management; gain experience with non-profit, and specifically museum, organizational practices

## **Internship Term**

- May to August 2022, with potential renewal for fall term
- 16-20 hours/week between 8:30 a.m. and 5:00 p.m.; Schedule determined with supervisor
- Daytime weekend availability is *required* on the following Signature Event dates:
  - June 11-12; July 9-10; August 13-14; (possible September 3-4)

For more information visit our website at: [MIM.org](http://MIM.org)

**Qualified candidates should submit a cover letter and resume via the Apply link:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101\\_000001&jobId=425694&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=425694&source=CC2&lang=en_US)