



RUBIN MUSEUM OF ART
150 West 17th Street, NYC 10011
212.620.5000 RMANYC.org

Community Outreach Intern

Commitment: 2-3 days per week
Semesters: Fall, Spring, Summer, or full academic year
3 positions available

Description: Under the guidance of the Community Relations Manager, the Community Outreach Intern will perform functions critical to communicating Rubin Museum of Art's mission and offerings to myriad audiences, including: NYC's senior, South-Asian, East-Asian, Spanish-speaking, and blind and visually-impaired communities, as well as tourists, Chelsea neighbors and Asian art lovers.

Tasks include: Developing and refining community-specific outreach strategies; creating and managing lists in Excel; internet research; writing letters; assembling mailings; 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.

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. Outgoing personality and full command of written and spoken English. Additional language skills a plus.

Rubin Museum of Art Overview:

Rubin Museum of Art (**RMA**) is home to a comprehensive collection of art from the Himalayas and surrounding regions. Through changing exhibitions and an array of engaging public programs, RMA offers opportunities to explore the artistic legacy of the Himalayan region and to appreciate its place in the context of world cultures. RMA's collection consists of paintings, sculptures, and textiles. Although works of art range in date over two millennia, most reflect major periods and schools of Himalayan art from the 12th century onward. The exhibitions are organized with particular care to assist viewers who are new to Himalayan art. Wall texts and interpretive panels supply aesthetic, social, and historical perspectives to both scholars and casual viewers. For more information, please visit: www.rmanyc.org

Intern Benefits:

All internships are unpaid. Academic requirements may be fulfilled by arrangement with the individual college or university. In appreciation of their dedication, interns receive the following benefits:

- Free admission at museums across the country
- 10% discount in the Café @ RMA
- 25% discount on most items in the Shop @ RMA

- Free admission to most RMA programs when/if available
- 10% discount on selected RMA programs
- Invitation to an annual appreciation event

How to apply:

Email resume and cover letter (noting your availability, interests, and qualifications) to:

Louise Brooks

Manager, Community Relations and Volunteer Programs

Rubin Museum of Art

volunteersandinterns@rmanyc.org