



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

Programming Intern

Commitment: Approximately 15-20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of four to six months.

Semesters: Summer, Fall, Spring, Full Academic Year

Description: Programming is seeking an intern to assist with a variety of departmental needs in its production of performances, concerts, talks and events. The intern will be involved in two distinct areas of work: 1) event production and day to day administration, and 2) research and writing relating to future events. He/she may also have specific projects to spearhead during their time here depending on interests, skill set, and availability.

Tasks Include:

- Assisting with set-up, production, and house management of the museum's public programs, including concerts, movies, talks and performances.
- Creating and proofreading marketing materials for events, such as print flyers, e-blasts, website text, PowerPoint displays, etc.
- Researching ideas for future programs, and obtaining contact and/or biographical information about performers/speakers, writing brochure copy, etc.

Skills: Candidate must be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience with or interest in event production or the performing arts is preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

Film Programming Intern

Commitment: Approximately 15-20 hours/week – regular daytime office hours plus some nights and weekends for events – for a minimum of three months.

Semesters: Summer, Fall, Spring, Full Academic Year

Description: The Programming department seeks a qualified and highly-motivated intern to assist with a variety of departmental needs in its production of ongoing feature film and/or documentary film series. The intern will be involved in two distinct areas of work: 1) event production and day to day administration of ongoing film series, and 2) research and development of future film series. Ongoing series at the museum often include a Friday

night feature film series *Cabaret Cinema*, and a Wednesday afternoon documentary series *Lunch Matters*.

Tasks Include:

- Researching ideas for future feature and/or documentary film series that are inspired by museum exhibitions and content
- Researching ideas for film introducers, booking introducers, and obtaining contact and/or biographical information about speakers
- Creating and proofreading marketing materials for events, such as print flyers, e-flyers, website text, PowerPoint displays, etc.
- Managing set-up, production, and house management of ongoing series

Skills: Candidate must have an excellent knowledge of be highly organized, able to work independently, and have a positive, flexible attitude in a fast-paced environment. Professionalism and exemplary interpersonal skills are required in a variety of situations, including interactions with the public, artists/speakers, staff, and volunteers. Experience and in-depth knowledge of feature film and/or documentary films is required. Interest in event production and the arts is preferred. Excellent writing skills and the ability to conduct efficient research are both desired. Proficiency in PowerPoint and Photoshop is highly desired, and proficiency in Excel and Word is necessary. Must be able to work on PC.

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