



**RUBIN MUSEUM OF ART**  
150 West 17th Street, NYC 10011  
212.620.5000 [RMANYC.org](http://RMANYC.org)

## **Special Events / Group Visits Intern**

Commitment: 10 or more hours per week  
Semesters: Summer, Fall, Spring, full academic year  
Positions Available: 2

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### **Description:**

The Special Events Intern will learn and exercise skills in industry research, promotions, advertisement and media planning, event planning, general administrative and logistical support. Projects will be drawn from the following in accordance with season candidate interest, availability and interest.

### **Tasks and assignments may include:**

Researching and compiling databases of prospective sponsors (vendors & corporate), event planners & industry clients, corporate and group visit client targets, individual sponsors and donors; Developing sponsorship presentations and outreach packages (mail and online); Creating and executing mailings to special event planners, tour & travel firms and cultural organizations; Organizing, creating and executing one special event advertisement; Assisting on-site for special event(s) and eventually, executing one special event (supervised).

### **Skills required:**

Intern must be highly organized, resourceful and self-sufficient; Work without constant supervision; Be able to conduct effective and thorough research (online and phone); Have strong and polished writing and presentation skills; Attentive customer service and excellent interpersonal skills; Strong knowledge of basic desktop software.

### **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 12<sup>th</sup> 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](http://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](mailto:volunteersandinterns@rmanyc.org)