

Education Internships

Museum Education Research & Administration

Year Round

10 -25 Hours/ week

2 positions available

The Museum Education Research & Administration Intern will work with the Head of Education and Education Coordinator to research, develop and evaluate museum audio tours. Duties may include: researching various Audio Tours and Guides from different museums, archiving current research and audio files, and creating prototype audio tours in cooperation with the Rubin Guide and Teen Program. Other administrative tasks may be assigned as well. Academic requirements may be fulfilled by arrangement with the individual college or university.

Educational Digital Media Intern- In Gallery

Year Round

16-25 Hours/ Week

1 position available

The Education Digital Media and Gallery Resources Intern will work with the Coordinator of Gallery and Web Resources on creating on interactive media and activities that expand on exhibit specific themes. Duties may include: researching educational multimedia, interviewing artist and curators, photographing artwork, editing videos to multiple lengths, recording voiceovers, and other post-production work. Academic requirements may be fulfilled by arrangement with the individual college or university.

Interpretation Research and Administration

Year Round

16-25 Hours/ Week

1 position available

The Interpretation Research and Administration Internship will work with the Manager of Visitor Experience to engage in research on Himalayan art and culture relating to upcoming exhibitions at the Rubin Museum of Art, as well as providing resources for ongoing trainings for in-gallery educators. The Interpretation Research and Administration Intern will engage in materials preparation and documentation, assisting with the administrative needs of a department of 60 in-gallery museum educators. Duties may include but are not limited to: engaging in web and publication research on Himalayan art and culture areas of study, preparing mailings and training calendars, pulling together research packets on pertinent subject matters, researching contemporary press articles on related subject matters, filming and archiving a vast collection of trainings and tour offerings, assisting in the implementation of trainings and training curriculum, creating presentations and presentation promotional material for trainings and public talks, and engaging in outreach for the promotion of guide program offerings. A qualified candidate for the position will hold a bachelor's or master's degree or be pursuing a bachelor's or master's degree in art history, arts administration, or museum education, and will have a strong interest in South Asian, Indo Tibetan or Himalayan studies or art history related to these or neighboring regions. The

individual must have strong computer, organizational, and interpersonal skills. Proficiency in Microsoft Word, Excel, PowerPoint, and internet search and research engines (JSTOR, Nexus Lexus, etc.) a plus. Academic requirements may be fulfilled by arrangement with the individual college or university.

Museum Teen Program

Fall & Spring Semester

16-25 Hours/ Week

1 position available

The Museum Teen Programs Internship will work with the Coordinator of Education to facilitate both levels of the RMA Teens programs, RMA's fall-spring after-school program. RMA Teens develops participants' public speaking skills, their knowledge of Himalayan art and cultures, and their understanding of how a museum operates. Participants are also exposed to wide array of careers in the arts through interviews with top museum staff. Duties may include assisting with teaching classes, writing lesson plans, providing outreach assistance, researching youth development programs and pedagogy, chaperoning field trips, organizing files, and data entry. Academic requirements may be fulfilled by arrangement with the individual college or university.