

# ALBANY INSTITUTE OF HISTORY & ART

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## INTERNSHIP DESCRIPTIONS

### **Arts Administration:**

An arts administration internship combines knowledge of the visual arts with social, cultural, managerial, and educational concerns that pertain to administering arts organizations and programs. The intern's primary responsibility is to assist with the day-to-day operations of the Director's Office and the Business Office. Interns interested in developing their business and management abilities will learn skills in program budgets and non-profit financial administration, as well as assisting with research, special projects, events, database management, and assisting on activities that help promote AIHA, enhance public participation, and encourage community awareness. Interns will be involved in all areas of museum operation and will be able to gain an understanding of how a contemporary art museum is run.

### **Development/Fundraising:**

The Development Intern's primary responsibility is to assist in the day-to-day operation of the Development Department, as well as assisting with research, marketing projects and fundraising events as assigned.

- Assist in the coordination and implementation of solicitation mailings, processing donations, generating of membership renewals and acknowledgements.
- Work on special project assignments
- Maintain hard copy files including corporate and business files, in-kind contributions files, special project files, government grants files and foundation files. S/he will assist in maintaining individual files, general office files as needed and requested.
- Coordinate materials to supplement grants, foundation, corporate and individual proposals and applications.
- Represent the Development Department at special events, openings, corporate events, membership cultivation activities, luncheons, etc. as requested.

### **Education Administration:**

The Education Administration Intern's primary responsibility is to assist with administrative activities, development, research, special projects and database management.

- Assisting with the collation and report of evaluation and other research data

- Assisting with department record keeping, including files, computer databases, etc.
- Assisting with mailings, copying, collating, and other administrative tasks
- Assisting with special programs and events as needed

### **Education: Family Programs:**

The Family Program Intern's primary responsibility is to work in the galleries and in our studio with children and adults to help them learn about exhibitions and the Albany Institute's permanent collection. The Family Program Intern will also help produce work samples and help with lesson preparation and clean up.

- Lead groups of children and adults in discussions in the Albany Institute's galleries to help facilitate learning about exhibitions and collections.
- Instruct and lead groups in art making activities in the studio.
- Assisting with the development of new lessons.
- Assisting with program development and administrative tasks.
- Assisting with special programs and events as needed
- Assisting with studio and art inventory

### ***More about the Family Programs Internship***

The Family Programs Intern will work with family programs within the Albany Institute of History and Art Education Department.

Intern will work directly with experienced Museum Educators who will expand his/her knowledge about the field of museum education and provide guidance for professional development. Intern in this position will gain significant understanding of and experience in the field of museum education including gallery activities and interpretive program development.

The Family Programs intern will interact with children and families weekly, by assisting with discussion in the gallery and art lessons in the studio. These interactions will be an important component to the evaluation and development process.

Qualifications: Undergraduate/graduate student, interested in informal education settings, and art education. Should possess a rudimentary understanding of and respect for learning-styles and teaching techniques. Knowledge of art, and art technique. Must have organizational skills and an aptitude for organizing information in a simple, usable, and amendable fashion. Excellent written and verbal communication skills required. Must be willing to work with diverse groups of people including educators, volunteers, children, and parents. This internship requires some weekend commitments.

### **Education: School Programs:**

The Education School Program Intern's primary responsibility is to work in the galleries and in our studio with groups of school students and adults to help them learn about exhibitions and the Albany Institute's permanent collection. The

School Program Intern will also work on lesson plans and assist with lesson preparation and clean up.

- Lead groups of students and adults in discussions in the Albany Institute's galleries to help facilitate learning about exhibitions and collections.
- Instruct and lead groups in art making activities in the studio.
- Assisting with the development of new lessons.
- Assisting with mailings, copying, collating, and other administrative tasks
- Assisting with special programs and events as needed
- Other projects as needed

### *More about the School Programs Internship*

The School Program Intern will work with school programs within the Albany Institute of History and Art Education Department.

Intern will work directly with experienced Museum Educators who will expand his/her knowledge about the field of museum education and provide guidance for professional development. Intern in this position will gain significant understanding of and experience in the field of museum education including leading gallery activities and interpretive program development.

The School Programs intern will interact with school children weekly, by leading discussion in the gallery and art lessons in the studio. These interactions will be an important component to the evaluation and development process.

Qualifications: Undergraduate/graduate student, interested in education settings and art education. Should possess a rudimentary understanding of and respect for learning-styles and teaching techniques. Knowledge of art and art technique. Must have organizational skills and an aptitude for organizing information in a simple, usable, and amendable fashion. Excellent written and verbal communication skills required. Must be willing to work with diverse groups of people including educators, volunteers, children, and parents. This internship requires some weekday morning commitments.

### **Public Relations and Marketing**

The PR/Marketing Intern's primary responsibility is to assist in the day-to-day operation of the Public Relations and Marketing Office. Duties include assisting with research, special projects, events, database management, as well as assisting with activities that help promote AIHA, enhance public participation, and encourage community awareness. Internship includes contact with the members of the press, writing calendar listings and media alerts, preparation of press materials, and related office duties.

- Assist in the concept, writing, editing, coordination and production of program brochures, reception invitations, press releases, public service announcements, program flyers and other promotional materials.
- Assists the PR staff with media follow up, including contacting media outlets and pitching story/feature ideas.
- Keeping and updating media log

- Updating media contact list
- Posting upcoming programs and events on local online community calendars
- Work on special project assignments
- Assist with mailings: maintaining and compiling lists, stuffing envelopes, addressing, coordinating materials, delivery to post office, mail house or funding agencies, etc.
- Represent the PR and Marketing Office at special events, openings, corporate events, membership cultivation activities, luncheons, etc. as requested.
- Performing administration duties as needed
- Acquire and maintain a familiarity and knowledge of the Institute's collections, exhibitions, and programs, both ongoing and upcoming

### **Curatorial Practices:**

This internship will expose a student to all aspects of curatorial practices including collections development and research, collections management including recording keeping, and collections care including re-housing. Other opportunities include working on the research and development and installation and de-installation of exhibitions. This is an excellent experience for someone interested in pursuing a career in the museum field with an emphasis on curatorial work.

- Primary research on museum objects being considered for acquisition, loan or exhibition
- Answering phone and e-mail inquiries from the general public related to museum collections
- Object inventory for Permanent Collection in storage, long and short term loans, and temporary receipts
- Processing of temporary receipts including appropriate paperwork, tagging, description, research, and storage
- Data entry of catalog information
- Loan processing, including updating renewing incoming and outgoing loans, creating files and paperwork for new incoming and outgoing loans, arranging insurance and shipping, as well as completing condition reports
- Maintaining and updating filing system for existing and new accession files
- Participation in all aspects of installation, de-installation, rotation and refreshing of permanent and temporary exhibitions, including traveling exhibitions.

### **Event Planning:**

The Event Planning Intern's primary responsibility is to assist in the day-to-day operation of the Event and Space Rental Program. The intern will help to further develop and organize the existing space rental program, field space rental inquiries, and assist with the planning and execution of events. The intern will gain hands on experience by working with clients and vendors in a variety of settings. Interns will be expected to:

- Gain familiarity with the space AIHA rents to customers, as well as the terms, regulations, and pricing associated with them

- Communicate this information in a clear manner to potential customers
- Assist with the marketing of the Space Rental program via the web, print material, etc.

**Museum Shop:**

The Museum Shop Intern's primary responsibility is to assist in the day-to-day operations of the AIHA Museum shop. If you are interested in a career in merchandising, customer service, or retail management this is a great opportunity.

The Museum Shop Intern's duties include:

- Assist with cash, check, and charge sales
- Interact with customers and visitors
- Provide information about shop merchandise and museum exhibitions and programs
- Receive orders
- Price merchandise
- Clean and straighten the shop
- Provide added security in museum shop and satellite shops
- Assist with special events such as book signings, Art on Lark and the Antiquarian Book Fair
- Assist with designing displays, organizing museum shop office spaces, and filing catalogues