

ALBANY INSTITUTE OF HISTORY & ART

The Albany Institute of History & Art (AIHA) is seeking interns to volunteer in several departments across the museum, supporting AIHA's programs and functions while gaining professional experience and development. The following positions are available Summer 2026:

Communications Intern
Development Intern
Education Intern
Education Summer Programs Intern

All internships are unpaid, part-time roles with flexible schedules within standard business hours (M–F, 9AM–5PM; occasional evening and weekend availability required, dependent on role). Students may seek academic credit and/or use the internship to fulfill their course/curriculum requirements; the Albany Institute will supply all necessary documentation and make all reasonable attempts to satisfy students' program requirements and expected outcomes.

Internship position descriptions are outlined below. Please note that each internship position has unique responsibilities and requirements. All applicants must provide a cover letter stating your interest in the role, a resume, and two professional references to the contact listed for each department.

Communications Intern

The Communications Intern will work directly with the Director of Communications and support department areas such as communications, marketing, graphic design, public relations, and outreach. The Communications Intern and Director of Communications will determine one major project based on individual skills and interests to be completed by the end of the internship period, in addition to other responsibilities as assigned.

Communications Intern Responsibilities:

- Under the guidance of the Director of Communications, compose content and design print and digital collateral for various environments (website, social media, e-newsletter, print, advertisements, etc.).
- Capture and edit photos and videos of museum events and programs.
- Populate entries and develop content for AIHA's Bloomberg Connects digital guide.
- Perform database updates, including contacts in e-newsletter platform and audience tracking sheet; produce analyses and reports.
- Research and pitch AIHA exhibitions and events to the media; build AIHA's list of press contacts; contribute to the organization of AIHA's physical and digital press archives.

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- Submit AIHA programs to events listings; assist during programs and events at the museum; represent AIHA at external events; identify new outreach opportunities that complement AIHA's mission and programs.
- Special projects according to intern's skills and interests.

Communications Intern Requirements:

- Coursework or degree in Communications, Marketing, Graphic Design, Studio Art, or other related field
- Demonstrated interest in art or history
- Excellent written skills
- Experience with Adobe Suite, especially InDesign, is preferred but not required

Contact Marisa Espe, Director of Communications, at espem@albanyinstitute.org.

Development Intern

The Development Intern will assist the Database Specialist, Membership & Special Events Manager, and Development Stewardship Manager with key department functions.

Development Intern Responsibilities:

- Assist with gift and membership entry into the donor database.
- Perform database updates and cleanup to ensure data accuracy.
- Help prepare and organize mailings.
- Update and track event RSVPs in the database.
- Provide event support, including setup and takedown for special events.
- Collaborate with team members on Development projects as needed.

Development Requirements:

- Must be available to work during standard business hours (M–F, 9AM–5PM)
- Regular/consistent work schedule is greatly preferred

Contact Christine Dollard, Development Stewardship Manager, at dollardc@albanyinstitute.org.

Education Intern

The Education Intern will work on a variety of projects related to the museum's exhibitions and programming schedule. The Education Intern will experience key aspects of museum learning including teaching from the object; working with multigenerational audiences; and developing and leading programs at AIHA.

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Education Intern Responsibilities:

- Assist in preparing materials for Education programs.
- Interact with visitors and groups through front-facing experiences.
- Assist in the development and implementation of educational programs for art and history exhibitions.
- Assist with teaching and creating engaging gallery and workshop programs in collaboration with the Education Department.
- Support drop-in programs, including weekend drop-in programs as well as seasonal programs for families.
- Lead programs for K-12 school groups including pre-tour information for teachers, school tour content, and post-tour teacher evaluations.
- Pilot and test new educational programs and curricula materials.
- Maintain current knowledge of educational theories as well as local and national curricula and learning standards.

Education Intern Requirements:

- Coursework or degree in education or education-related field with previous training or teaching experience.
- Experience working with the public in a museum or other public program setting preferred.
- Experience in developing education programs and curriculum.

Contact Megan Brown, Director of Education, at brownm@albanyinstitute.org.

Summer Programs Education Intern

The Summer Programs Education Intern will work on a variety of projects related to the summer program Artful Mornings. The schedule for this role will be Tuesday–Friday 9AM–2PM, with a start date in July and an end date in August. The Summer Programs Education Intern will assist with key aspects of AIHA’s Artful Morning programs. This individual must be comfortable working with multigenerational audiences and developing and leading summer programs at AIHA.

Summer Programs Education Intern Responsibilities:

- Aid researching each week’s theme.
- Work on the curriculum and PowerPoint presentation for each class.
- Creating samples of artwork and prepare materials for each class.
- Prepare the classroom and help facilitate and occasionally lead the art classes.
- Work one on one with the students in the class.
- Clean the classroom after each class.

Summer Programs Education Intern Requirements:

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- Coursework or degree in education or education-related field with previous training or teaching experience.
- Experience working with the public in a museum or other public program setting preferred.
- Experience in developing education programs and summer camp curriculum.

Contact Megan Brown, Director of Education, at brownm@albanyinstitute.org.