

# 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 during the Fall 2026 semester, with the opportunity to extend into the spring 2027 semester:

## **Communications Intern**

## **Development Intern**

## **Family Programs Intern**

## **School Programs Intern**

All internships are unpaid, part-time roles with flexible schedule within standard business hours (M–F, 9AM–5PM; occasional 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 accommodations 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.**

## **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.

**Contact: Marisa Espe Denniston, Director of Communications & Visitor Experience:**  
[espem@albanyinstitute.org](mailto:espem@albanyinstitute.org).

### **Communications Intern Responsibilities:**

- Compose content and design print and digital collateral for various environments (website, social media, e-newsletter, printed collateral, advertisements, etc.)
- Capture and edit photos and videos of museum events and programs
- 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
- 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

### **Communications Intern Requirements:**

- Coursework or degree in Communications, Marketing, Graphic Design, Studio Art, or other related field

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- Demonstrated interest in art or history
- Excellent written skills
- Experience with Adobe Suite, especially InDesign, is preferred but not required.

### Development Intern

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

**Contact: Barbara Owens, Director of Development:** [owensb@albanyinstitute.org](mailto:owensb@albanyinstitute.org).

#### 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 events 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
- Attention to detail

### Education Interns

#### Family Programs Intern

The Education Intern will work on a variety of projects related to the museum's upcoming 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.

**Contact: Megan Brown, Director of Education:** [brownm@albanyinstitute.org](mailto:brownm@albanyinstitute.org).

#### Education Intern Responsibilities:

- Prepare materials for Family programs.
- Interact with visitors and groups through front-facing experiences.
- Develop and implement educational programs for art and history exhibitions for families.
- Regularly teach and create engaging gallery and workshop programs in collaboration with the Education Department.
- Support drop-in programs, including weekend drop-in programs as well as seasonal holiday programs for families.
- Develop and finish one major project for an upcoming exhibition which will include didactics and programs.
- Lead programs for families, home school groups, and drop in groups.

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- Pilot and test new educational family programs and 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.

### **School Programs Intern**

The Education Intern will work on a variety of projects related to the museum's upcoming 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.

**Contact: Megan Brown, Director of Education: [brownm@albanyinstitute.org](mailto:brownm@albanyinstitute.org).**

### **Education Intern Responsibilities:**

- Prepare materials for Education programs.
- Interact with visitors and groups through front-facing experiences.
- Develop and implement educational programs for school programs with a focus on *Ancient Egypt* and *Albany, c. 1776*.
- Regularly teach and create engaging gallery and workshop programs in collaboration with the Education Department.
- Support school programs (Egypt and Loyalist and Patriots) as well as assist with seasonal holiday programs for families.
- Develop and finish one major project for an upcoming exhibition which will include didactics and programs.
- 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.