Fall 2020 Virtual Unpaid Internship Opportunities

Due to the ongoing COVID–19 pandemic, all Smithsonian museums currently remain closed. Because of the rapidly changing nature of the situation, we are not announcing a reopening date at this time and all Fall 2020 internships, which typically take place between September and December, will be virtual. Although internship availability will be limited this Fall, the museums' many departments offer a wide range of learning opportunities for interns throughout the year, so please check back.

Internships are unpaid. Unless noted, they are open to high school, college, and graduate students, as well as recent graduates. Schedules are flexible, determined by mentors and interns, and can be either full–time or part–time (also unless noted).

Apply
Application deadline: August 15, 2020

Apply online.

Select “Freer Gallery of Art and Arthur M. Sackler Gallery Internship Program” from the drop–down program list.

The application must include a statement of interest, a transcript or resume, and two letters of recommendation. All applicants will be notified regarding acceptance within two months of the application deadline.

For more information, please contact asiainternship@si.edu.

Internships

DEVELOPMENT
Development attracts private contributions to the museums from a variety of supporters, who help make possible activities ranging from exhibitions and publications to films, performances, tours, and lectures. The intern will help the membership team execute events, acknowledgements, and stewardship. The intern will also assist other team members on a variety of projects to gain broad fundraising experience.
Opportunities include:
• understanding how fundraising operates, types of funders, and the fundraising cycle from identification to stewardship
• helping plan and execute membership events, and learning how such events contribute to museums’ strategic goals
• gaining skills in writing to donors and coordinating donor acknowledgement
• learning to use PANDA and Raiser’s Edge

Qualifications:
• undergraduate student or recent graduate
• interest in fundraising
• strong verbal and written communication skills

IMAGING AND PHOTO SERVICES
Staff focus on photography, film, audiovisual technology, and rights and reproductions. From developing teaser videos for social media to filming programs, staff are at the forefront of the field, merging technology with museum studies.

Audiovisual Technology
The intern will assist museum staff with various audiovisual hardware throughout the museums, including projectors, livestreaming equipment, and digital signage. Interns will learn about common hardware solutions used in museums and how to troubleshoot and calibrate equipment. The intern will also help create and maintain an inventory system.

Qualifications:
• interest in audio and video equipment
• understanding of different media file types and AV outputs

Multimedia
The intern will help organize the museums’ podcasts, SoundCloud page, and YouTube channel. The intern will also contribute to metadata and tagging for accessibility, update the museums’ intranet, and help oversee intern submissions to the museums’ blog. In addition, the intern will help migrate content to WordPress and may help develop and lead training sessions on documentation.

Qualifications:
• experience with WordPress and audio editing a plus

Photography and Video
The intern will learn the important role of photography and filming at the museums, from documenting events to promotion and research. The intern will be involved in editing and producing short films, including highlights for social
media. Applicants should indicate if they are interested in photography, video, or both.

Qualifications:
• occasional weekend availability
• experience with photo, video, or audio editing (SoundCloud) a plus

Rights and Reproduction
The rights and reproductions team licenses images from the museum collections for use in exhibitions, books, documentaries, and more. The intern will help with fulfilling image requests, collection research, quality assessment of existing photography, image use contracts, rights research, and adding bibliographic citations to TMS (our collections management software).

Qualifications:
• interest in copyright
• interest in image rights and research

MARKETING AND COMMUNICATIONS
Marketing and Communications handles press and advertising for the museums. Are you curious about the inner workings of a marketing and communications team? Want to learn how a museum handles everything from ad placement to media inquiries? As the department’s intern, you will assist with a variety of projects to gain a broad understanding of marketing and public affairs in a museum environment.

Opportunities include:
• learning how to track and document advertising and public affairs activities
• gaining skills in writing and designing emails to various museum audiences and partners
• helping prepare and participating in press events, filming, and other public affairs events

Qualifications:
• working toward a degree in print or new media journalism, communications/public affairs, or marketing
• excellent writing and communication skills
• interest in Asian art and culture
• proficient with Microsoft Office suite

Social Media
Are you interested in growing your social media and digital communications skills? Do you want to exercise your creativity to make learning fun online? As a social media intern, you will assist with a variety of projects to gain a broad understanding of social media, marketing, and public affairs in a museum environment.
Opportunities include:
- learning how to track and document social media engagement
- learning how to tailor museum communications for social media sites
- gaining skills in writing and designing social media content for various museum audiences and partners
- helping prepare and participating in press and social influencer events, filming, and other public affairs events

Qualifications:
- experience creating social media content using tools such as Canva
- experience supporting social media management for a brand, preferably for an educational organization
- working towards a degree in print or new media journalism, communications/public affairs, or marketing
- excellent writing and communication skills
- interest in Asian art and culture
- proficient with Microsoft Office suite, Google Drive, and Hootsuite (or similar)

EDUCATION, VISITOR EXPERIENCE, AND PUBLIC PROGRAMS
Education, visitor experience, and public programs, engage audiences with the museums’ collections and exhibitions though thoughtful, exciting programs, ranging from concerts and film screenings to docent tours and family-friendly activities to teacher workshops and more.

Docent Program
The education team leads initiatives and programs that expand public understanding of the museums’ collections and exhibitions and the cultures associated with them. The team develops and implements programs and resources for diverse audiences and works behind the scenes to enhance the visitor experience. This intern will help with the docent program, which trains and manages volunteers to lead tours for adult and school-age (K–12) groups. This is a part-time (20–32 hours/week) internship.

Opportunities include:
- understanding docent program recruitment and management
- attending and documenting docent training sessions
- understanding broader museum educational and art historical issues through research

Qualifications:
- strong communication and organizational skills
- ability to conduct research and synthesize information
• familiarity with WordPress preferred
• interest in Asian arts and culture

Public Programs
The public programs team develops, coordinates, and delivers programs including workshops, museum-wide events, and summer camps to family, teen, and adult audiences. The intern will assist with a variety of projects to gain a broad understanding of public programming in a museum environment.

Opportunities include:
• gaining skills in facilitation of art projects and other workshop activities
• experiencing the delivery of gallery interpretation for family and adult audiences firsthand
• learning about program evaluation using database systems
• understanding education theory related to family and adult learning in museums

Qualifications:
• undergraduate/graduate student or recent graduate
• strong communication, organization, and problem-solving skills
• ability to work well with the public
• ability to work effectively individually and on teams
• experience working with kids and teens a plus
• occasional evening and weekend availability

Visitor Experience and Audience Research
Are you a great communicator who values teamwork and being of service to others? Do you like answering questions on a wide range of topics? Do you want to get a better understanding of who visits museums and what visitors expect? If so, this is the internship for you! The intern will help create a welcoming space for museum visitors while learning about volunteers and training. The intern will also assist with audience research, helping to support the museums’ evaluation efforts. Working directly with the visitor experience manager, the intern will gain a great introduction to real-world art museum work.

Opportunities include:
• applying knowledge about informal learning to real-world museum experiences
• learning how to manage people and projects
• being trained to assist with audience research

Qualifications:
• undergraduate student or recent graduate
• strong communication, organization, and problem-solving skills
• ability to work well with the public, individually, and on teams
• experience working with volunteers a plus