Mississippi Museum of Art

POSITION(S): Academic Internship
REPORTS TO: Director of Academic Affairs
STATUS: Non-exempt, part-time

JOB SUMMARY
The Museum is offering four (4) Academic Internships, for the fall 2020 semester, to students currently attending Jackson State University, Tougaloo College, Millsaps College, or Belhaven University. This Internship is a practicum for students to gain both academic and practical work experience in a museum setting and transferable skill sets relevant to entry-level museum work or advanced art or museum studies. This internship is ideal for a person interested in the broad operation of museums and how they are managed. Emphasis is placed on developing the theoretical and practical skills essential to all museum departments. Current departments are the Center for Art and Public Exchange (CAPE), Marketing, and Curatorial.

MAJOR TASKS
Interns will be assigned practical work tasks with museum departments and complete a series of short complimentary learning assignments with the department of academic affairs.

Center for Art and Public Exchange (CAPE)
Scope of Work: The intern will help with the development of a comprehensive Equity and Inclusion Plan for the Museum and conduct research of best practices in this field of emerging studies

- Deep interest or curiosity about equity issues specifically in the Museum field
- Ability to work independently
- Familiarity with Excel
- Interest in converting data to images, for example creating info graphs.

Marketing
Scope of Work: The marketing department needs an intern to help with social media, website updates, writing press releases and promotional materials, data analysis, and general marketing/media planning.

- Basic knowledge of social media
- Multi-tasking and writing skills
- Interest in photography
Marketing - Graphic Design
Scope of Work: As the Museum is undergoing a rebranding, the marketing department needs an intern to help transition museum materials into the new brand by helping to design printed pieces, ads, and digital graphics.

- Basic knowledge of design programs (Adobe Photoshop, Illustrator, and InDesign)
- Talent for creativity and problem-solving
- Interest in photography

Curatorial
Scope of Work: Gain practical working knowledge in every facet of collections stewardship. Opportunities may be available in the Curatorial department, registrar, or general collections management. Specific projects are not guaranteed. The intern’s activities may include, but are not limited to, the following:

- Support with exhibition preparation, installation, and deinstallation
- Provide other help as needed with exhibitions, digitization of the collection, registration, research and writing as needed.
- Research artists for upcoming exhibitions, creation of artist files

TIME COMMITMENT/ COMPENSATION
10 hours per week/$2,500 per semester (as earned through fulfilling hourly time commitments).

REQUIRED QUALIFICATIONS/ PREFERRED QUALIFICATIONS

- Currently attending Tougaloo College, Millsaps College, Jackson State University, or Belhaven University.
- Strong academic record
- Excellent communication skills
- Multi-tasking skills
- Detail-oriented
- Clear sense of professionalism

APPLICATION DEADLINES
Internships are available during the fall, spring, and summer semesters; however, department assignments vary based on institutional need. Please check the website for a listing of departments each semester.
Fall 2020 application deadline August 31, 2020. Internship begins September 15, 2020
Summer 2021 application deadline April 31, 2021. Internship begins May 9, 2021

TO APPLY
To be considered for the Academic Internship please submit the following application materials in one email to rhearn@msmuseumart.org by AUGUST 31, 2020.

1. Statement of Interest (300-word maximum)
2. Current Resume
3. Official or Unofficial Academic Transcript(s)
4. Two (2) Letters of Recommendation (300-word max)

Incomplete applications will not be sent to the search committee. Applicants selected for interviews will be notified via email. No e-mails or phone calls please.