

Fall 2019 Internship Opportunities

Asia meets America at the Freer | Sackler, the Smithsonian's museums of Asian art. Located on the National Mall in Washington, DC, our museums serve as an international crossroads and a global destination. We care for one of the world's most important collections of Asian art, with more than forty thousand objects—and counting—dating from the Neolithic period to today. Masterpieces from China, Japan, Korea, South and Southeast Asia, the ancient Near East, and the Islamic world are complemented by a significant group of American artworks of the Aesthetic movement, including the famed Peacock Room. Drawing on its groundbreaking scholarship and rich collections, as well as significant loans, the Freer | Sackler creates innovative exhibitions that celebrate differences, transform perceptions, and spark connections.

The museums' many departments offer a wide range of learning opportunities for interns throughout the year. Fall internships usually take place between September and December.

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: **July 15, 2019**

[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.

FREER | SACKLER



Freer Gallery of Art and Arthur M. Sackler Gallery
Smithsonian Institution

freersackler.si.edu

Available Internships

DEVELOPMENT

The Development Department 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

Special Events

The special events team seeks a part-time intern to assist with a variety of museum-related special events. The intern will get to work on external events like weddings, corporate events, and fundraisers, as well as internal events like donor events and the Freer|Sackler's annual fundraiser, Found in Translation. The ideal candidate is organized, flexible, and able to multitask. Previous event-planning experience is ideal.

Opportunities include:

- understanding how special events are planned and can be used as a fundraising tool
- hands-on experience with gala planning
- gaining skills in organization and time management
- learning about different databases and event software

Qualifications:

- recent graduate with a bachelor's degree or a graduate student

- interest in special events and fundraising
- strong verbal and written communication skills

DIGITAL MEDIA AND TECHNOLOGY

The Digital Media and Technology Department unites specialists in photography, film, information technology, and web design. From developing teaser videos for social media to creating a dynamic web-based platform for the museums' research, the department's members 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 inputs and outputs

Information Technology

The intern will provide essential support for computers, printers, and applications; install and configure hardware and software; and troubleshoot IT problems. In addition, the intern will help develop training materials and documentation for staff on various tools. Interns will gain experience in customer support and improve skills in identifying, analyzing, and resolving computer issues.

Qualifications:

- experience installing hardware and software on both PC and Mac systems
- desktop technical support experience a plus

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 Freer | Sackler 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

Web Development

The web team works with other departments to disseminate information about the museums' collections, exhibitions, and events online and via digital features in the galleries. Intern projects may include maintaining, updating, and developing new webpages; assisting with usability testing and improving digital accessibility; upgrading out-of-date sections of the website to meet current code and design standards; and migrating older sections of the site to WordPress.

Qualifications:

- interest in the web, social media, and design
- familiarity with WordPress, HTML, CSS, and JavaScript a plus

MARKETING AND COMMUNICATIONS

The Marketing and Communications Department 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 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, Google Drive, and Hootsuite (or similar)

PUBLIC AND SCHOLARLY ENGAGEMENT

The Public and Scholarly Engagement Department includes the education, public programs, and scholarly programs and publications teams. The department engages audiences with the museums' collections and exhibitions through thoughtful, exciting programs, ranging from concerts and film screenings to docent tours and family-friendly activities to teacher workshops and scholarly symposia.

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 hands-on 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

Scholarly Programs and Publications

The division of Scholarly Programs and Publications facilitates and disseminates research through print, digital, and scholarly exchanges. It is responsible for developing scholarly events, coordinating fellowship programs, and producing the peer-reviewed journal *Ars Orientalis*. This is a part time (20 hours/week) internship, with occasional evening and weekend hours.

Opportunities include:

- gaining an understanding about scholarly publishing
- experiencing the production of print and digital peer-reviewed scholarly publications
- understanding how research is conducted in a museum setting and how scholarly programs and events are developed

Qualifications:

- experience in academic research
- knowledge of Asian art history and/or Asian languages a plus
- interest in scholarly publishing and scholarly events
- strong organizational as well as verbal and written communication skills

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 Freer|Sackler 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
- occasional evening and weekend availability