

Spring 2019 Internship Opportunities

The Freer Gallery of Art and Arthur M. Sackler Gallery, located on the National Mall in Washington, DC, together comprise the Freer|Sackler, the Smithsonian's museums of Asian art. The Freer|Sackler contains one of the world's most important collections of Asian art, featuring more than forty thousand objects dating between the Neolithic period and the present day. Included are especially fine groupings of arts of the Islamic world and the ancient Near East, as well as Chinese jades, bronzes, and paintings. The Freer|Sackler also contains important masterworks from Japan, ancient Egypt, South and Southeast Asia, and Korea, as well as the Freer's noted collection of works by American artist James McNeill Whistler.

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

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: **October 15, 2018**

[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.

Available Internships

CURATORIAL: SOUTH ASIAN ART

FREER|SACKLER



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

freersackler.si.edu

The Freer | Sackler is preparing for a 2020 exhibition and catalogue on concepts of place, emotion, and environment in paintings from Udaipur, India. The Curatorial Department seeks an intern who is a creative researcher and careful fact-checker. The ideal candidate is willing to take on all sorts of projects, from library and database research to preparing PowerPoints and object checklists. This internship will require a commitment of between twelve and twenty hours per week.

Opportunities include:

- learning about exhibition planning and design processes
- understanding how curators collaborate with designers, fundraisers, and other colleagues

Qualifications:

- some background in South Asian art history, South Asian studies, or environmental history
- some knowledge of Hindi language preferred

EXTERNAL AFFAIRS: DATABASE AND PROSPECT RESEARCH

The External Affairs Department seeks an intern to assist with the museums' databases PANDA and Raiser's Edge and with researching current and prospective donors. The ideal candidate is curious about how things work and willing to take initiative to improve processes. Previous experience with either database is ideal, and a willingness to learn and improve systems is essential.

The External Affairs Department comprises the Development Department and the Marketing and Communications Department. It raises awareness of and 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.

Opportunities include:

- understanding how fundraising operates, types of funders, and the fundraising cycle from identification to stewardship
- learning to use PANDA and Raiser's Edge
- researching donors and donor prospects to maximize fundraising efforts

Qualifications:

- undergraduate student or recent graduate
- interest in how things work and how data increase an organization's effectiveness
- attention to detail

EXTERNAL AFFAIRS: DEVELOPMENT

The Development Department, part of the External Affairs 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

EXTERNAL AFFAIRS: MARKETING AND COMMUNICATIONS

The Marketing and Communications Department, part of the External Affairs Department, handles press and advertising for the museums. The intern will assist team members on 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 relations activities
- learning how to tailor museum communications for social media sites
- 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

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. Internship opportunities include:

Communications

The intern will contribute to the department's newsletter, 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 social media

Information Technology

The intern will provide essential support for computers, printers, and software applications; install and configure hardware and software; and troubleshoot various IT problems. Interns will gain experience in customer support and improve skills in identifying, analyzing, and resolving computer issues.

Qualifications:

- experience with and skills in information technology, computer operating systems, network connections, hardware and software installation, and desktop technical support

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 short-form video 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:

- knowledge of HTML, CSS, and JavaScript
- familiarity with current web standards and design trends
- familiarity with WordPress, GitHub, PHP, and MySQL a plus

EDUCATION: DOCENT PROGRAM

The Education Department leads initiatives and programs that expand public understanding of the museums' collections and exhibitions and the cultures associated with them. The department 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, including developing and implementing a training schedule, coordinating resources, and other logistics
- learning along with docents by attending and documenting training sessions on curatorial practice, art history, and educational methodology
- understanding broader museum educational and art historical issues by researching potential presenters for the 2018-19 docent training schedule

Qualifications:

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

EDUCATION: TEACHER AND K-12 PROGRAMS

The intern will experience the inner workings of a museum education department by focusing on two projects:

Teacher Professional Development Workshops

The intern will help implement and evaluate professional development opportunities for teachers. The intern will assist with registration; creating resource packets, flyers, and other printed materials; setup, wayfinding, and other event logistics; and compiling and interpreting data for evaluation. The intern will also research and help create digital resources for educators, which may include Pinterest boards, learning labs, and lesson plans.

K-12 School Visit Programs

The intern will assist with our studio classroom programs, which occur Monday, Tuesday, Thursday, and Friday from. The intern will assist with program setup, classroom management, and studio cleanup.

Opportunities include:

- developing skills in project planning and program preparation and execution
- implementing research, project management, and organization skills
- cultivating communication and networking skills

Qualifications:

- strong communication, organization, and problem-solving skills
- previous experience working with K-12 students in formal or informal learning environments preferred
- ability to conduct research and synthesize information
- availability on Monday, Tuesday, Thursday, and Friday, 10 am–12:30 pm, preferred
- occasional weekend availability to assist with teacher professional development programs

FINANCE AND ADMINISTRATION

The Finance and Administration Department manages the museums' accounting, financial, budgeting, procurement, travel, human resources, and other operational processes. The intern will gain exposure to all of these museum-management elements by working hands-on with department personnel, assisting with human resources functions, gathering financial information, generating spreadsheets, liaising with other departments (both internal and external), attending meetings, and interacting with visitors. A special project will involve examining an internal administrative process (to be determined by the intern and department manager) and developing written recommendations for improvement. This is a part-time (20 hours/week) internship.

Opportunities include:

- gaining experience in financial and administrative management
- interacting with colleagues in other departments and at many levels

Qualifications:

- undergraduate student
- strong verbal and written communication, organization, and problem-solving skills
- ability to work well with colleagues and the public
- ability to work effectively individually and on teams

PUBLIC AND SCHOLARLY ENGAGEMENT: PUBLIC PROGRAMS

The Public Programs Department, part of the Public and Scholarly Engagement Department, develops, coordinates, and delivers workshops, museum-wide events, and summer camps to family, teen, and adult audiences. The intern will learn from 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 ability

PUBLIC AND SCHOLARLY ENGAGEMENT: 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