

## Intern Position Overviews

**Note:** The following Seattle Art Museum departments have offered internship positions in the past. Availability of opportunities varies from quarter to quarter.

### Curatorial Division:

- **General Collections and Exhibitions**

Help complete a variety of tasks and a number of in-depth projects within the Curatorial Department. Interns will research exhibition and publication history of works in or related to the museum's permanent collection; scan, type, copy and file information (including images) relating to the permanent collection, and other administrative tasks, such as entering data, preparing meeting agendas, taking notes, answering email and/or phone requests. Specific projects related to either permanent collections or special exhibitions may be available occasionally in the following curatorial departments: African and Oceanic Art, American Art, Ancient Mediterranean and Islamic Art, Chinese Art, Decorative Arts, European Painting and Sculpture, Japanese and Korean Art, Modern and Contemporary Art, Native Arts of the Americas.

- **Libraries**

Assist with daily library activities, including circulation, helping walk-in patrons find materials, answering email and phone patron requests. Through this internship, the intern will gain an understanding of how a museum library works, learn about the core collections the library supports and enhance research, collection development, cataloguing and customer service skills. Additional projects may include work on bi-annual book sale, making bibliographies of past exhibitions, cataloguing books and audio-visual materials, data cleanup and book exhibitions.

### Education and Public Programs Division:

- **Adult Public Programs Department Intern**

Assist with development, administration, and partnerships for SAM's adult public programs including lectures, performances, gallery talks and SAM Remix intended to engage adult audiences. The intern will experience the full process involved in developing public programs for adult audiences, including speaker, performance and thematic research, collaborating with local organizations, and administrative support.

- **Environmental Education**

Assist with development, administration, and partnerships for SAM's environmental education programs including environmentally-themed events, designing educational materials for volunteers, and adding to plant guide database. Through this position, the intern will experience the full process involved in creating and implementing museum programs, including speaker and subject selection, collaborating with local organizations, and administrative support.

- **SAM Gallery Art Sales and Rentals**

Assist staff with rental and/or sale of contemporary Northwest art to gallery visitors and museum members. Interns will represent the museum in a professional, friendly and informed manner which promotes the sale of art at the SAM Gallery. Interns will gain experience in customer service, art handling and installation, and have the opportunity to meet and learn about local artists and their practice.

- **School + Educator Programs Department**

Assist with development, administration, and partnerships for SAM's School + Educator programs including workshops, outreach events, and educator resources. The intern will experience the full

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process involved in creating and implementing museum programs, including speaker and subject selection, collaborating with local organizations, and administrative support.

- **Teen, Family + Community Programs Department**

Assist with development, administration, and partnerships for SAM's Teen, Family and/or Community Programs including outreach events, education activities and programming resources. Interns will experience the full process involved in creating and implementing museum programs, including speaker and subject selection, collaborating with local organizations, and administrative support.

**External Affairs Division:**

- **Communications Department**

Work with Public Relations, Communications, and/or Marketing Departments to support promotion of museum exhibitions and programs. Interns may gain experience in updating databases, writing press releases, maintaining listings of museum programs and events, compiling press kits and materials for media, developing and conducting visitor surveys, and assisting on special projects.

- **Development Department**

Assist with Development Department activities supporting SAM membership programs, and fundraising at all levels including individual donors, foundations, and corporations. Interns will gain experience working with the Raisers Edge database, gain knowledge of database functionality and applications used for donor stewardship, cultivation, and records management. Projects may include museum donor prospect research, updating donor profiles with areas of interest, updating individual and organizational constituent record attributes, and running queries and exports, compiling and assembling reports and mailings. General office administrative skills are required, including familiarity with Microsoft Office suite, internet research, email and telephone etiquette.

**Rights and Reproductions Department**

Assist the Rights and Reproductions Administrator in organizing images from SAM's collection that are currently being made available to ArtStor. The intern may input and link digital image files within the museum collection database called *The Museum System (TMS)*, create and manage project workflows, maintain production management spreadsheets, provide overall project and data entry support.

**Volunteer Department**

Assist with development, administration, and inter-departmental partnerships for SAM's volunteer department including orientation and training sessions, continuing education programs and recruitment activities. Interns will experience the full process involved in creating and implementing volunteer programs, including human resource management, communication, data management, event planning and administrative support.