

NATIONAL MUSEUM OF DANCE • INTERNSHIP DESCRIPTIONS

Administrative Intern

Related to: marketing, management, business, communications, sociology, dance, music, and/or theater

Interns in this position will be exposed to all aspects of the NMD office and will perform office duties including filing, word processing, mailings, and/or telecommunications. Interns in this position may need to perform duties including volunteer coordination and directing office visitors.

Archival Intern

Related to: arts administration, art history, business, sociology, music dance and/or theater

Interns for this position will work in the collection, research, and development of articles, pictures, videos, books and other archival materials in our archives. Interns will also aid the Assistant Director in the organization and upkeep of the current archives while paying great attention to detail. This position will help interns develop organizational skills through arranging our archives in accordance with national standards.

Children's Program Intern

Related to: education and/or marketing

Interns for this position will work in the gathering of information, research and development of children's programming at the museum. This position will help interns develop organizational skills, research skills, planning, and teaching skills. Applicants for this position should have strong communication skills and be comfortable reaching out into the community.

Exhibition Intern

Related to: fine art, art history, dance, sociology, music, and/or theater

Interns in this position will assist the museum staff (Assistant Director & Designer) in the development of new and detailed exhibits. Tasks include but are not limited to historical research (web, library, periodicals, etc.) design, and construction.

Membership/Programming Intern

Related to: marketing, arts administration, management, business, communications, sociology, music, dance, and/or theater

Interns for this position will work in the research, development, and follow-up of membership, fundraising events, programs, and/or group tours at the museum. This position will help interns develop organizational skills, research skills, and marketing/PR skills. Interns applying for this position should have very strong communication skills.

Public Relations & Marketing Intern

Related to: public relations, marketing, arts administration, management, business, communications, music, dance, and/or theater

Interns for this position will work directly with the museum Director in the collection, development, and distribution of publicity materials including but not limited to monthly calendars, newsletters, publicity releases, announcements, etc. This position will help interns develop verbal phone skills through immediate follow up with the press, local and national news agencies, community organizations, and the public at large.

Video Editing Intern

Related to: video editing

Interns for this position will be assigned the task of transferring the museum's current video archives (mostly VHS) into digital format and provide suggestions to the museum about different ideas as the project progresses. Applications for this position should have good organizational skills and should note that software/technical equipment for this internship is not available on-site at the museum. Staff and intern will work together to find available resources off-site.