

## [NMAJH and Partners Internship Program](#)

The National Museum of American Jewish History is a leading cultural institution with a vibrant internship program for undergraduate, graduate, and recently graduated students who want to learn about public history, the museum profession, non-profit organizations, and the American Jewish experience. Interns work in specific departments and participate in periodic group experiences during the summer, fall, and spring terms.

For Summer 2017, interns will be placed according to their interests, experience, and the needs of the Museum. We will also be pleased to discuss a placement to support a specific project of interest to students. Potential placements include: Academic Liaison, CEO / Director's Office, Curatorial, Development, Education, Facilities Rental & Events Planning, Group Services, Marketing & Communications, Public Programs, and Retail/Operations. A weekly hourly commitment of 36-40 hours is required, including attendance at a weekly seminar.

In addition, we collaborate with other Philadelphia cultural institutions for Summer internship opportunities, including the Gershman Y and its Jewish Film Festival, the Katz Center for Advanced Judaic Studies and the Philadelphia History Museum. Interns at these institutions will participate in the NMAJH weekly seminars and will be included in our extended internship community. Requests for internships at these institutions will be coordinated through the NMAJH internship program and application process.

We are also offering a limited number of paid internships to students with demonstrated financial need. These opportunities are made possible through a generous challenge grant from an anonymous national foundation, with the support of the Connelly Foundation, the Hassel Foundation and a local anonymous donor helping the Museum to meet that challenge. Internships can also be taken for course credit, where applicable. The Eugene Applebaum Family Foundation will also fund 2 internships in Summer 2017 for students who reside or go to college in Michigan.

Submit your application, along with a cover letter and resume, at <http://www.nmajh.org/Internship/>. To apply for a paid internship, complete the Funding portion of the application by the date signified on the application form, and upload your Student Aid Report (SAR) and FAFSA to the form where indicated.

## Position Descriptions

### **NMAJH Academic Liaison**

**The Academic Liaison Special Projects Intern** will assist on research projects based upon identified and prioritized topics with the objective being a presentation at a national conference or a published paper. Topics currently being developed include the value of internships to museums. Preference will be given to a candidate who is available part-time during the entire academic year and who is capable of helping to develop a research study in a related area.

**The Academic Liaison Administrative Intern** supports the development and implementation of the Museum's internship program. Duties may include marketing the internship program, administering the application process, coordinating and communicating with fellow interns, planning and administering exit interviews, and organizing the summer seminar program.

### **NMAJH CEO / Director's Office**

**The CEO/Director's Office Intern** will report directly to the CEO/Director (and, where relevant, the Marketing and Communications department) on a variety of tasks related to ongoing projects, specifically the Museum's supervision of Jewish American Heritage Month (JAHM).

Tasks may include:

- the maintenance of JAHM's social media accounts on Instagram, Facebook, and Twitter (*cont. on next page*)
- extensive research on potential programs and initiatives related to both JAHM and to the Museum generally
- assistance with JAHM's transition from an independent nonprofit into a NMAJH-led organization
- various administrative and organizational tasks related to the day-to-day management of JAHM.

The intern is expected to work independently on projects, as well as to show initiative in execution of original ideas for JAHM. Student applicants with backgrounds in American history and/or arts administration preferred. Excellent written and communication skills required. Website for JAHM: <http://www.jewishheritagemonth.gov/>

### **NMAJH Curatorial**

**The Curatorial Intern** will work with Curatorial staff on activities related to upcoming exhibitions. For individuals interested in museums or history or both, this is a rare opportunity to experience how a major national history and heritage museum operates, up close. Specific duties may include: primary and secondary research and work in exhibition galleries. Interns may also assist with administrative and outreach projects when the need arises. The department is also interested in candidates who are proficient with InDesign. Must commit to a minimum of 16 hours per week.

**The Collections Intern** will work with Curatorial staff on activities related to upcoming exhibitions and the ongoing care of the artifact collection. The intern will gain skills in handling and describing historic artifacts, documents, books, and photographs while working alongside staff who are responsible for the Museum's artifact collection. The successful candidate will be an individual with proven attention to detail and the desire to learn about collections management through hands-on experience. Prior collections experience and coursework are helpful but not required. College graduates preferred.

Tasks will include:

- working directly with objects on loan and in the museum's artifact collection
- performing technical tasks related to managing museum collections and exhibitions, especially artifact registration tasks (describing, measuring, photographing, and selecting key subject-based search terms)
- assisting in the gallery
- conducting research related to Museum collection objects
- assisting with collection photography sessions
- processing new artifact donation offers

**The Exhibitions Intern** will work closely with the Museum's Exhibitions Coordinator to assist with the management of multiple special exhibitions. This is an exciting opportunity to participate in the development of exhibitions at a variety of stages.

Duties may include:

- updating exhibition schedules
- maintaining open issues spreadsheets
- reviewing design proofs

Ideal candidates should be able to multi-task, work well under pressure, and be proficient in color-coding and spreadsheets. Graduate students are preferred.

## NMAJH Development

**The Development Intern** assists with the museum's donor stewardship activities, including researching potential donors and planning development-related special events. The intern will work with Development staff to support the museum's fundraising efforts.

Projects and duties may include:

- prospect research
- donor/prospect correspondence and social media posts
- database management
- assisting with special affinity groups (e. g. Young Friends)
- assisting in planning and implementing special events.

This is an excellent opportunity to learn about the inner workings of a cultural institution and to gain tangible skills that are applicable to a variety of fields.

## NMAJH Education

**The Education Intern** will work with Education staff on the Family and School Program. This intern will assist in day to day operations, school groups visits, and in the development of new activities and resources. Qualified candidates should have a strong background in humanities, museum, and education work. The candidate will need to demonstrate a strong commitment to teamwork, be flexible, and have the ability to work independently.

The tasks would be carried out in the context of ongoing feedback and input from museum staff. These may include:

- participating in the research and development of educational materials and resources for special exhibitions
- working with the marketing department on outreach for educational programs
- assisting in administrative support to the department
- assisting with group visits, including: outreach, visits outlines, printing, ordering and maintaining supplies, groups' orientation and educational activities
- assisting in organizing and overseeing logistics for education department events, including: room reservation, set-up, catering, registration, etc.

Skills needed:

- excellent writing, editing and proofreading
- strong verbal and visual thinking
- strong computer, electronic and desktop publishing

- ability to relate complex concepts and communicate effectively with visitors, teachers, and children
- familiarity with inquiry-based and object-based methods in education
- strong organizational skills
- strong research skills
- knowledge of graphic design and illustration history is a plus

## NMAHJ Facilities Rental & Events Planning

**The Facilities Rental & Events Planning Intern** has the opportunity to learn about and assist in selling the Museum's rental space and in planning and overseeing events, and to help market the museum's facility rental space and oversee evening events.

Duties may include:

- supporting the Facility Rental and Events manager in showing event space to potential customers
- conducting marketing research about promoting the event space
- creating and maintaining customer email lists
- assisting in oversight of event load-in and set-up on certain events

## NMAHJ Group Services

**The Group Services Intern** aids in the organization of group audiences, data analysis for visitor outreach, and relevant correspondence. The intern will discern and research potential new group audiences for the Museum's core collections and upcoming special exhibitions. Group Services is responsible for all aspects of group (more than 15 people) visits to the Museum, including scheduling, visit contracts, outreach and floor management. Group Services is dedicated to bringing in new group audiences, and keeping our active group audiences engaged.

Responsibilities:

- Preparing correspondence for group visit outreach in 2017 and 2018
- Perform statistical analyses to determine trends in group visit demographics and visit frequency
- Use the statistical analyses to assist the Visitor Services department in creating an outreach plan for 2017-2018
- Perform database maintenance for the Group Services department's over 7,000 person contact mailing list
- Occasional greeting and orienting visiting groups

Qualifications:

- Knowledge of Microsoft Office, with advanced knowledge of Microsoft Excel preferred
- Excellent written and verbal communication skills
- Desire to gain experience in museum and marketing fields
- Experience with statistics and demographics
- Attention to detail

## NMAHJ Marketing & Communications

**The Marketing and Communications Intern** will have the opportunity to contribute to marketing and communications around all key aspects of the museum, including institutional identity, exhibitions, permanent collection, and public programs. In doing so, they will gain exposure to and be able to interact with multiple departments, giving them a sense of how various museum functions work.

Key projects and responsibilities may include:

- maintaining press and e-newsletter contact lists
- assisting in the production of e-newsletters, including developing story lists and article copy based on the promotional needs of Museum
- assisting with press and/or photography at Museum events
- researching content for social media
- creating press kits and media coverage reports
- researching and reporting on best practices in marketing and communications

### **NMAJH Public Programs**

**The Public Programs Intern** assists Museum staff in the development, implementation, management, and execution of a robust calendar of public programming in support of the museum's mission. This includes attending events, internal and external meetings, and providing logistical and office support.

### **NMAHJ Security**

The location of the museum in the heart of Independence Mall creates unique security issues and opportunities for a summer intern to witness first-hand. **The Security Intern** will assist with special projects and on-going support for the Protection & Surveillance (P&S) Security Supervisor. The P&S Security Supervisor is responsible for providing for the safety and security of the museum, the museum's property and personnel at assigned site events.

The Security intern will assist in projects associated with:

- on-going Administration activities
- hiring and training of security officers
- screen post work
- patrolling of the museum
- investigating issues and incidents
- report writing

The internship is an excellent opportunity to gain exposure to a range of activities associated with all aspects of museum security. Criminal Justice majors preferred.

### **NMAJH Retail/Operations**

**The Web Store Management Intern** in the Museum Store assists with optimizing the store website, judaicashop.net. The intern will participate in sales and customer service and relations in the museum shop as well as behind-the-scenes operations, and work on content management, which includes:

- improving titles and product descriptions
- optimizing content for search
- uploading new products
- maintaining existing content

Store interns will have the opportunity to apply Photoshop and product photography skills as well as learn Ecommerce platforms, Search Engine Optimization (SEO) and Product Listing Ads (PLA) strategies.

## [The Gershman Y](#)

**The Gershman Y** is an urban arts and culture center located in Center City Philadelphia on the Avenue of the Arts. The Gershman Y presents a broad array of arts, culture, and educational experiences informed by Jewish values. Committed to sharing the diversity and breadth of the human experience, the Gershman Y is an inclusive organization that welcomes people of all ages, ethnic backgrounds, faiths, and affiliations to explore, participate, and contribute to our rich roster of arts and cultural programs and community initiatives. We embrace the Jewish values of learning, respectful dialogue, importance of family, concern for the environment, and the power of community to repair the world.

All internships at the Gershman Y are unpaid.

## [Gershman Y Development](#)

**The Gershman Y's Development Intern** assists the Director of Development and the Development Committee (composed of Board members) with the Gershman Y's donor relations, to support the organization's programs and financial health.

The Development Intern's projects and duties may include:

- Researching prospective donors: individuals, foundations, corporations, and government grants
- Communication with existing and prospective donors across various platforms
- Donor database management
- Grant writing and application preparation

This is an excellent opportunity to learn about the inner workings and financial resource development of a 142-year-old arts and culture institution and to gain tangible skills that are applicable to a variety of fields.

## [Gershman Y Programs](#)

**The Gershman Y's Programs Intern**, under the supervision of the Director of Programs, will help to build and improve on established programs as well as develop new content for programming, assisting in the entirety of the creation process. Assisting with research and data, the programs intern will gain an in depth knowledge of the institution, its constituencies, and the arts and cultural community of Philadelphia. The programs intern will also have the opportunity to work cross departmentally with marketing and development to identify target audiences, social media promotion, and public awareness of the Gershman Y's programming. We are looking for someone with exceptional interpersonal and organizational skills. Responsibilities will include (but will not be limited to):

- Assist in the development of upcoming programming from start to finish, including content development, budgeting, promotion, and execution.
- Assist in accumulating and assessing research and data related to programming, including audience

surveys, target demographics, and current constituency base.

-Assist in the production and design of materials including brochures, flyers, and other promotional materials.

-Assist in the development and execution of general promotion and message of the Gershman Y through various marketing platforms such as website and social media.

-Ad-hoc duties as assigned.

### **Gershman Y Philadelphia Jewish Film Festival (PJFF) Program Assistant**

**The Gershman Y PJFF Program Assistant intern** will assist the PJFF Director with carrying out key responsibilities such as:

- Coordinating Outreach and Group Sales with Community Partner organizations
- Lining up a new PJFF Volunteer base and creating a Master schedule
- Coordinating a PJFF Street Team for distributing brochures and flyers
- Coordinating testing of the films at all PJFF venues
- Assisting with Speaker research and helping create a master schedule
- Assisting with social media research and creating original content for posts
- Assisting with event planning
- Assisting with procuring donations for events and parties
- Assisting with watching films for potential distribution to the PJFF screening committee
- Assisting with the festival short programs
- Assisting with other administrative duties as needed

### **The Katz Center for Advanced Judaic Studies**

The Herbert D. Katz Center for Advanced Judaic studies is a post-doctoral research institute in Jewish studies that is formally part of the University of Pennsylvania, but located in its own dedicated space just a few blocks away from NMAJH. In addition to promoting scholarship at the highest level, and housing a world-class Judaica library, the Katz Center offers a range of programs for the general public, intended to connect scholars with wider audiences and translate their research into forms that are compelling to non-specialists.

All internships at the Katz Center are unpaid.

### **Katz Center Special Collections**

**The Katz Center Special Collections interns** work with the staff of the Library at the Herbert D. Katz Center for Advanced Judaic Studies at the University of Pennsylvania. The Library at the Katz Center is home to a world-class collection of rare Judaica, including rare Judaica Americana, the archives of the Dropsie College for Hebrew and Cognate Learning, the first institution to grant Ph.D.s in Judaic Studies, the business records of the *Jewish Quarterly Review*, the oldest, continuously published English-language journal of Jewish Studies, and the personal papers collections of the "Philadelphia Group" who played a formative role in shaping Jewish culture in the United States during the 19th and early 20th

centuries. For individuals interested in a library-based special collections environment, this is a unique opportunity to be trained by experts to participate in special library projects, to digitize and otherwise handle rare materials, to learn basic circulation responsibilities, and to have the opportunity to meet and work with scholars from around the world.

### **Katz Center Communications / Public Programs**

- **The Katz Center Summer interns** are tasked with special projects related to the ongoing communications of the Center as a whole, including: the organization, editing, and transfer of content to a new web platform; the preparation of new promotional materials for the fall; the maintenance of the Center's database of email contacts; and/or the organization of an archive of photographs and other images. Depending on qualifications, there may be opportunities to assist Center staff in individual academic research projects.
- During the academic year, **the Public Programs intern** assists the Director for Public Programs with all aspects of planning, promotion, and execution of these programs, and with Katz Center communications more generally. Duties may include working with designers on flyers and advertisements; helping to produce an e-newsletter; contributing to maintenance of social media and online listings; distributing flyers; and assisting at the programs themselves.

This internship is an excellent opportunity to join a small staff for a range of activities connected with communications, academic administration, and substantive content in Jewish studies. The Katz Center seeks applicants with excellent attention to detail, strong writing and editing skills, and the ability to work independently; familiarity with Jewish studies is helpful but not required if the candidate has a strong academic background. Experience working with Microsoft Excel, FileMaker, and/or Constant Contact is a plus.

### **Philadelphia History Museum**

The Philadelphia History Museum, the city's official history museum, offers a summer internship that includes assisting with youth programs, marketing, exhibition development, and collection management. The intern will work under the supervision of the museum's historian and occasionally assist staff responsible for visitors' services, marketing and social media, exhibitions, administration, and collection oversight. The internship offers opportunities for the intern to relate to individuals and groups about history in the galleries, work with youth groups, write blogs, assist with exhibition development, and generally become a critical person on the institutional team. Interns will attend the weekly staff meetings.

#### **Required Skills:**

- Basic knowledge of American history and familiarity with basic outline of Philadelphia history
- Experience working with children and/or young teens
- Flexibility
- Basic historical research and writing skills
- Strong interpersonal skills
- Ability to work on a team and take direction



Schedule:

The Summer internship starts any time after mid-May 2017 and runs through early August 2017. Interns work most of their hours at the museum on a Monday through Friday, 9:00 a.m.-5:00 p.m. schedule.

When interns work with the Collection Department, they might work at the Collection Research Center in East Falls.

Interns report to: Cynthia Little, Ph. D., Historian

All internships at the Philadelphia History Museum are unpaid.

*Revised 2/15/2017*