

**YUAG - New Haven Promise Internship
JOB DESCRIPTION**

Yale Department: Yale University Art Gallery – Exhibitions/Collections

Brief description of department goals and/or functions: The Deputy Directors office has management and coordination duties over the Exhibitions, Collections , Registrars and Facilities Departments. Key to successful coordination is the timely and accurate flow of information within the four-department umbrella and between the four departments and the rest of the Museum. To accomplish this, the office uses numerous tools, including calendars, standing meetings, schedules, and planning and training documents. An internship is being created to take an active role in working with the Deputy Director and the Exhibitions Museum Assistant to update and consolidate planning tools to meet the demands of a dynamic and shifting working environment, to create and maintain departmental archives, and to create and maintain processes to insure the accurate and timely flow of information between stakeholder departments. Details of the work will be available at the time of job interview.

Internship Job Title: Museum Intern – Exhibitions

Number of Internships: 1

Amount of salary/compensation: \$ 12.50 per hour

Internship Required Qualifications:

Excellent oral and written communication skills with the ability to communicate in a professional manner
Interest in museum administration, planning, exhibition production/design,
Must demonstrate the ability to take initiative, anticipate actions needed and possess strong organizational skills and attention to detail.
Willingness to explore and enthusiasm for new fields of knowledge.

Internship Desired Qualifications:

Experience working with data bases a plus.
Experience with graphic design/desktop publishing a plus.

Internship Major Duties/Responsibilities:

- Participate in the development of exhibition and curatorial training materials.
- Actively participate in organizational and presentation strategies to streamline the flow of information within and between Museum Departments.
- Gather information from across the Museum to incorporate into SharePoint information-sharing website.
- Attend meeting with the Deputy Director to gain insight into internal working relationships.

Internship Schedule (finalized per discussion between hiring supervisor and intern):

No. of Hours per Week: 35

Start Time: 9:00 AM

End Time: 4:00 PM

Start Date: Monday, June 15, 2020

End Date: Friday, August 14, 2020

Dress Code and other “good to know” aspects of the position:

Required dress will vary from business casual to work-type clothing, depending on the nature of work planned for the day or week. The internship work will be supplemented with ample learning opportunities provided by weekly enrichment programs, access to all of the museum’s music, film, lecture, performance offerings, cross-departmental presentations, possible field trips to other on-campus or off-campus arts organizations, etc.