

# MUSEUM ACTION CORPS (MAC) PROGRAM

## PEABODY ESSEX MUSEUM

### Paid Internships Summer 2011

For more information, please contact  
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Peabody Essex Museum | East India Square, Salem, MA 01970

## COLLEGE INTERNSHIPS

**Art & Nature Center (ANC):** Use the Internet and PEM's Phillips Library to research topics, generate programming ideas and help prepare exhibitions in the Art & Nature Center. Greet and help visitors in the ANC and monitor how families interact with the exhibits. Assist with teaching interactive programs, family workshops and weekend art activities. You should have strong people skills and a passion for working with children and families. Administrative tasks include mailings and copying.

**Atrium Café & Hawthorne Hotel:** Help with the sandwich station at the Atrium Café and the Garden Restaurant. You are responsible for kitchen prep, banquet prep and cooking, and being a line cook. Some food prep experience and/or school training is required. You'll work daytime hours as well as some evening banquet service hours and weekends.

### Creative Services

- **Photography:** Work as a photographer's assistant to the photographers in the Creative Services Department. Learn how a busy digital photography business operates. Assist in the planning, execution and follow-up of photography assignments, help maintain a digital photo collection, assists with file organization, archiving, picture research, image request fulfillment and digital image file preparation. At least two years of coursework in photography or equivalent practical experience working with professional photographers is required. Must be proficient with Adobe Photoshop CS3 or higher and experienced with Adobe Photoshop Lightroom software. Mature interpersonal skills and the ability to work independently. Must be able to lift 50 pounds.
- **Designer:** Produce a wide range of printed materials including signs, brochures, fliers and postcards. You must be a skilled designer, proficient in InDesign, Photoshop and Illustrator, who can work independently and with a team. We'd prefer to work with a college student nearing completion of a graphics art degree who would like to spend time in the workplace before graduation. You will also help solve design and construction problems related to museum signage, packaging, etc. Interns take a job from conception through printing (including press checks). You must also have good writing skills and be interested in working in an arts/nonprofit environment. Diplomacy skills are an asset.
- **Writer/Editor:** Work with the Director of Editorial and Design and the Creative Services staff to write articles or rewrite copy for brochures, invitations, exhibition materials, ads, promotions, the members' magazine, Web and more. You must have knowledge of and an appreciation for art, excellent writing, reporting and copyediting skills, and familiarity with AP style.

## Curatorial

- **Asian Export Art (AEA):** Assist with a variety of administrative and curatorial projects including adding images of and information on works of art into the museum's computer database (ARGUS), maintaining research files (photocopying, filing and some research) and assisting with research inquiries about the collection. You should be enthusiastic, organized, self-motivated and detail-oriented.

**Development:** Support PEM's Annual Giving team. Help maintain an accurate donor database by gathering and updating donor mailing addresses and e-mail addresses, as well as data entry. Help plan and work at special donor events (some nights and weekends). You'll perform research and benchmarking projects, gather data and provide competitive analysis. Administrative duties include filing, copying, shredding, and assembling benefit packages, brochures and invitations. Excellent written and oral communication skills, planning and organizational skills required, as well as experience with Microsoft Office.

**Functions:** In addition to administrative work and industry research, you'll meet with clients, pre-plan events from the caterer's and museum's perspective and work the events themselves. This internship is ideal for an outgoing, organized person interested in the hospitality industry. You will work with clients, vendors, chefs and other departments at the Hawthorne Hotel and PEM. 40 hours per week, with days and hours divided as needed between departments. Weekend evening hours required.

**Human Resources:** Help the HR manager with projects and clerical duties, including the placement of online job postings, processing resumes, departmental audits, working with volunteer data and planning departmental events. You will also work closely with payroll and accounting staff. You should have strong Microsoft Office skills, knowledge of basic office procedures (filing, photocopying, faxing, data entry, word processing) and Internet research capabilities. You must have strong organizational skills and the ability to handle confidential information with discretion.

## Integrated Media

- **Audio Visual:** Familiarity with all types of audio and visual equipment is preferred. You should have experience with live audio mixing and video recording. A pleasant demeanor and solid communication skills are essential.
- **Web Design:** Work with the Web Creative Director and Integrated Media team on concept, design, production and completion of interactive projects for pem.org, exhibitions and marketing initiatives. Knowledge of Flash, Photoshop and digital imaging is a plus.
- **Post Production:** The post-production internship is hands-on. You'll collaborate in the creative and technical processes involved in the creation of video pieces. Work with Final Cut Pro to edit short-format videos that appear on pem.org, during programming, for marketing initiatives and in exhibitions. A solid understanding of Final Cut Pro and strong organizational and communication skills are essential.

**Marketing:** Research and write monthly tourism newsletter, radio spots and e-blasts to PEM subscribers. Support the department with sales, data entry, distributing materials to museum partners and processing donation requests. You should have exemplary communication skills, strong organizational and people skills, attention to detail, a comfortable phone presence and the ability to work independently. You'll need Internet skills for research, strong office skills and the ability to multi-task.

**Public Relations:** Maintain an extensive database, prepare packets of PEM media coverage, write and distribute press releases and images for the museum's exhibitions, assist with press receptions and previews, write media alerts for select museum events, maintain records and files of media coverage and assist with general inquiries/requests. You should have strong computer and communication skills, attention to detail and the ability to work independently.

## **HIGH SCHOOL INTERNSHIPS**

**Development:** Support the Develop team. Help maintain an accurate donor database by gathering and updating mailing addresses and e-mail addresses, gifts and general data entry. Help plan and work at special donor events (some nights and weekends). You'll perform research and benchmarking projects, gather data and provide competitive analysis, research corporate and individual donor prospects, and assist with corporate and individual member benefit fulfillment. Excellent written and oral communication skills, planning and organizational skills required, as well as experience with Microsoft Office. You'll need to work independently and as part of a team. Strong interpersonal skills required.

**Art & Nature Center:** Use the Internet and PEM's Phillips Library to research topics, generate programming ideas and help prepare exhibitions in the Art & Nature Center. Greet and help visitors in the ANC and monitor how families interact with the exhibits. Assist with teaching interactive programs, family workshops and weekend art activities. You should have strong people skills and a passion for working with children and families. Administrative tasks include mailings and copying.

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**Guest Services:** Work in the Information and Special Exhibition areas at PEM. Welcome visitors, inform them about our programs and exhibitions, and thank them for coming. Customer service experience is preferred but not required. You should have a friendly, personable manner and be comfortable interacting with the public.