

### **Hirshhorn Museum and Sculpture Gallery**

The Smithsonian's Hirshhorn Museum and Sculpture Gallery is one of D.C.'s most esteemed contemporary art institutions. Interns will have the opportunity to work in one ten departments, including Art and Programs, Exhibition and Design, Collection Management, Photography, and Web Design. The Hirshhorn offers internships for the summer, fall, and winter semesters. International students are welcome and encouraged to apply.

### **HERE**

HERE is a New York art organization that focuses on "hybrid" contemporary art. The New York Times has deemed HERE "one of the most unusual arts spaces in New York and possibly the model for the cutting-edge arts spaces of tomorrow." Interns at HERE are able to work in the Marketing, Administration, Video Production, Fundraising, Programming, Production, or Special Event departments. The deadline for a winter internship is November 15.

### **Lombard-Freid Projects**

The Lombard-Freid Projects is a successful International Chelsea art gallery. Currently, it seeks interns to assist with gallery, press, exhibition, and archive related tasks. An immediate start date applies.

### **Marc Jacobs**

Marc Jacobs, the internationally acclaimed American designer, offers internships among his "Marc Jacobs Collection Ready-To-Wear" and "Marc by Marc Jacobs" lines. Interns would have the opportunity to work in the production and design departments. For further information, e-mail contact is required.

### **Tim Hamilton**

Further information about interning with American designer Tim Hamilton is available through an inquiry letter to [zoran@kouzon.com.mk](mailto:zoran@kouzon.com.mk).

### **Paul Carroll**

The Paul Carroll design house in New York City produces two collections a year and works primarily in house to produce its garments. They are seeking interns with the intermediate to advanced sewing and draping ability to assist in preparing sample collections for presentation and photography. To apply, email resumes to [zoran@kouzon.com.mk](mailto:zoran@kouzon.com.mk) and include the word Internships in the subject line.

### **Puma**

The athletic wear company Puma, based in Boston, Massachusetts, is currently hiring for a Junior Designer in their Brand Marketing division. The Junior Designer will assist the Retail Marketing team in developing retail concepts and projects.

### **Solomon R. Guggenheim Museum of Art, New York, NY**

The Guggenheim Museum houses major collection of modern and contemporary international art. The museum offers training and internships in various departments including Education, Photography, Conservation, Development, Membership, and Visitor Services among others.

### **Wolf Trap Foundation for the Performing Arts, DC**

Apply before Nov. 1st 2010 for Spring Internships and March 1st 2011 for Summer Internships. Wolf Trap's productions span the distance between opera, pop, folk music, and other genres in its performances. Sometimes called "the National Park for the Performing Arts", Wolf Trap bears national and international acclaim. With internships available in nearly every aspect of the performing arts and special programs for minority students, the Wolf Trap Foundation is able to provide its interns with a supportive and in-depth education.

### **Museum of Northern Arizona, Flagstaff, Arizona**

The Museum of Northern Arizona is currently offering two year long collections management internships, with stipends and possible housing arrangements for students who wish to pursue careers in museum studies. The internships offered will focus around the Museum's exhibitions in partner with the National Park Service and Coconino National Forest collections.

### **Sarasota Ballet, Sarasota, Florida Sarasota**

Ballet Company is looking for two educational interns that are interested in arts administration. Interns would help with Public Relations/Marketing, Fundraising, Event Planning, Grant Writing, and Educational Program Planning. In addition they may take free classes at the company. Interns must be self-driven and eager to learn.

### **Griffin Museum of Photography, Winchester, MA**

Dedicated solely to the art of photography, the Griffin Museum offers exhibitions, lectures, and programming that reveal photography's cultural impact. Potential gallery interns interested in learning how non-profits work on an intimate scale are highly encouraged to apply.

### **Kenneth Cole Productions, Inc., New York, NY (NEW)**

Internships with compensation in a variety of fields including design, graphic design and public relations. Summer 2011. Contact IA&A immediately for details and to apply.

### **The Kennedy Center Arts Management Institute, Washington, D.C. (NEW!!)**

The Kennedy Center Arts Management Institute Fellowship provides 10 mid-career arts managers with academic training and practical work experience at the nation's cultural center, one of the world's largest and most dynamic performing arts institutions. Fellows study with senior staff in weekly

seminars (strategic planning, development, finance, and marketing), and complement that study with practical work rotations in three departments.

The nine-month, full-time program begins in September 2011. A stipend, coursework materials, and health insurance reimbursement are provided. A minimum of three years work experience is required. International applicants welcome. (The Center also offers a month-long Summer Fellowship for international participants only).

The application deadline is April 1, 2011. Please visit <http://www.kennedy-center.org>

### **The Alliance française de Washington, Washington D.C.**

The Alliance française de Washington offers 12-month paid internships to French students. Candidates must be fluent in both English and French, attentive to detail, organized, and comfortable working in a bilingual environment.

Cultural Programs Intern will help the Director of Cultural Programs to identify artists and locations for events, and establish and maintain relations with partner organizations. Other duties may include responding to inquiries regarding membership and cultural programs, as well as aiding the Educational Director and other members of the staff.

Educational Intern will have a variety of responsibilities related to the administrative management of the Alliance française's language school, including management of private lessons of French, orientation and registration of students, and contacts with the language school's teachers.

Qualified candidates must be available from early September 2011 until late September 2012.

### **El Museo del Barrio, New York, NY**

The Mission of El Museo del Barrio is to present and preserve the art and culture of Puerto Ricans and all Latin Americans in the United States. Through its extensive collections, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events, El Museo educates its diverse public in the richness of Caribbean and Latin American arts and cultural history.

El Museo's internship opportunities are available for undergraduate and graduate students who are considering careers in the arts, education, and museum profession. Interns must have a direct interest in Latino culture, be able to successfully work both within teams and independently, be willing to take initiative, and be very comfortable interacting with diverse audiences. Bilingual (English/Spanish) verbal and written skills and general knowledge of New York City cultural institutions are a plus.

### **Versace, New York, NY**

Versace is a leading international fashion design house and a symbol of Italian luxury world-wide. The company designs, manufactures, distributes and retails fashion and lifestyle products including Atelier Versace (couture), prêt-à-porter (ready-to-wear collections), jewellery, accessories, fragrances, and home furnishings under a range of brand names. Versace needs interns to join their Public Relations

Department. If you are interested in fashion PR, consider this placement. Qualified candidates will be well spoken, very detail oriented, have thorough follow-up skills, and have exceptional organization skills. Applicants accepted year-round for minimum six month unpaid internship.

### **Room Studio, New York, NY**

ROOM is a professional studio in Manhattan serving the upscale photo market in New York. ROOM Studio books advertising, editorial, catalogue productions and events. It is a beautiful, light-filled space and is sure to provide a very productive learning environment for the motivated intern. Opportunities include learning professional Commercial Photography, access to the ROOM studio on weekend to shoot portfolio, shoot small projects, learn studio management, and learn Filemaker database software. Tasks include client relations, equipment rental, bookings, work with photo crews, assist with marketing and database updates. Requirements include 3-month minimum internship, and 40 hours per week.

### **1708 Gallery, Richmond, VA**

1708 Gallery is a non-profit exhibition and performance space committed to expanding the understanding, development, and appreciation of contemporary art. The Gallery seeks a full-time intern who is interested in learning about different aspects of managing small non-profit arts organizations. The intern will become part of the gallery team and work closely with the gallery coordinator who is in charge of communicating with the artists, managing the installation and de-installation process, marketing the gallery's exhibitions and programs to the public, and manage logistics related to special events and openings. The intern will also be involved in development activities including the membership program.

### **Queens Museum of Art, Queens, NY**

Queens Museum of Art is dedicated to presenting the highest quality visual arts and educational programming for people in New York metropolitan area. The museum offers 3-6 month Curatorial and Research internships. Duties include exhibition related research and preparation, administrative tasks, collection management, collection database, photo documentation of collection, exhibition photo archive, installation, and exhibition maintenance among other daily tasks. Internship opportunities available also in the Education and Marketing departments.

### **Blue Water Media, Washington, D.C.**

Blue Water Media is a web design company which offers award winning design, web development and online marketing solutions for businesses of all sizes, non-profit organizations, and government agencies. Blue Water is looking for Web Design trainees. Duration minimum 3 months, up to 18 months with possibility of a stipend starting in the 4th month of training. Design portfolio required for consideration.

### **Smithsonian American Art Museum, Washington, D.C.**

American Art Museum is the home to one of the largest and most inclusive collections of American art in the world. The museum offers training placements in Museum Public Relations, Publications, Curatorial and Registrarial for six months or more.

### **Eyebeam, New York, NY**

Eyebeam is a non-profit art and technology center dedicated to exposing audiences to new technologies and media arts, while simultaneously establishing and demonstrating new media as a significant genre of cultural production. Eyebeam offers up to a 12-month internship or training in various departments including Communications, Design, and Development. To be considered for placement in Design portfolio may be required. Responsibilities range from creating layouts and editing web content to graphic design.

### **Adventure Theatre, Glen Echo, MD**

Adventure Theatre is the longest running children's theatre in the Washington, DC Metropolitan Area. Celebrating its 56th season, Adventure Theatre specializes in traditional Children's Theatre. Adventure Theatre offers internships in all aspects of the theatre's operations, including Acting, Management, Production, Music, Dance, Communications and Education. Applications are reviewed on a rolling basis throughout the year.

### **Pro Arts Gallery, Oakland, CA**

Pro Arts serves as the region's primary visual-arts venue by hosting annual exhibitions and special events. Bay area Gallery offers up to 3 month minimum internship or training in various areas including Curatorial, Design, and Gallery Management.

### **International Arts & Artists, Washington, D.C.**

International Arts & Artists (IA&A) is a non-profit organization dedicated to increasing cross-cultural understanding and exposure to the arts internationally through exhibitions, programs and services to artists, arts institutions, and the public. Internships available in finance/hr, administration, development, pr and gallery management, Fall and Spring.

### **The Phillips Collection**

The Phillips Collection is an internationally recognized museum in Washington's vibrant Dupont Circle neighborhood. The Phillips Collection opened to the public in 1921 and is America's first museum of modern art. It is a private institution that is not a part of the federal government. It relies for support on admission and program fees, endowment income, and generous assistance from individual donors, corporations, foundations, and others.

Internship opportunities are available in music program coordination and programming, computer work (working with marketing and communications), education, development and other various areas.

### **Steven Duarte Photography**

Is owned by Steven Duarte, he is a renown photographer with works published by L'Oreal, Vibe and Spin magazines. His studio is located in New York, New York.

The intern will be involved as an assistant and will get hands on opportunities, and real life experience in the world of photography. No experience is need, just enthusiasm to learn.

### **Guthrie Theater (MN)**

- Currently accepting interns in Costume Shop, Development, Directing, Education, Multimedia Communications, Production Archivist, Public Relations, Scenic Production, Sound and Stage Management.

-Application period Oct. 20 – Nov. 20 2010 (For Winter/Spring 2011) Apply ASAP – applications reviewed on a rolling basis

### **Walker Art Center (MN)**

-Seeking volunteer/part-time intern to assist with Family Programs

-Deadline: Nov. 12, 2010, Duration: Nov. 22 2010 – May 9, 2011

### **Peabody Museum of Archaeology and Ethnology, Harvard University, MA**

Hands-on, Individual Project based

Accepted on a person by person basis

### **Lynn Museum & Historical Society, MA**

Museum Education Internships sometimes available

Contact zoran@kouzon.com.mk

### **Historic New England, MA**

Library & Archives, Curatorial, Collections Management, Exhibitions, Development and Membership, Historic Preservation, Public Relations

Application allows for personal time frame proposal

### **Arab American National Museum, MI**

Curatorial Assistant

Open until filled, full time, paid

**Aros Communications, NY**

Public Relations, Entrepreneurship

Open until filled: 3 month, 2 days a week commitment

**The Jewish Forward, NYC**

Audio/Video Editing

3 day a week commitment

Oct. 30, 2010 Deadline, applications go to [spiegelman@forward.com](mailto:spiegelman@forward.com)

**StoryCorps, NYC**

Internships in Administration, Marketing & Graphic Design, Recording & Archive and much more

5 day 20 hour a week commitment

Nov. 1, 2010 deadline for Winter/Spring 2011 session

**SCVNGR, MA**

Marketing Internship (3 months, paid)

Rolling applications

**Roundabout Theater, NYC**

Departments include Business, Production, and Administration

Nov. 8, 2010 deadline for Spring term (January-May), Mar.11, 2011 deadline for (June-August)

**Levantine Cultural Center, CA**

Assistant Internship positions (with stipend) in departments including Media, Arts Programs, and Public Relations.

Rolling applications

**Tracy Paul, NYC**

Fashion/Accessories Public Relations

Rolling applications

**Evyn Block Communications, NYC**

Public Relations Intern

2 day, 3 month commitment

Rolling applications

**Footzyrolls Luxe Shoes, FL**

Hands-on tasks in Marketing & Sales

Offering yearly part time and full summer internships

**Ardistia Fashion, NYC**

Public Relations and Marketing, Fashion Design

Rolling applications

**Michelle New York, NYC**

Fashion Marketing

Rolling applications

**Claudia Endler Jewelry Design, CA**

Public Relations in Design

Spring 2011 term, deadline unlisted

Hands-on, Individual Project based

Accepted on a person by person basis