

Danville Museum of Fine Arts and History Internship Program Description and Positions



Danville Museum of
Fine Arts & History

Why become a Danville Museum of Fine Arts & History intern? DMFAH is a vibrant cross discipline and cultural platform where you can build a portfolio of best practices that aligns with your interests. If you are a student or recent graduate, working at the museum will give you greater access to museum programs in multiple different fields: Collections; Exhibitions; Marketing; Visitor Services; Education and Management. Cultural narratives and exciting people will take you places that you have never imagined. While meeting historians, academic fellows, writers, artists and performers as well as exhibition designers, you will be able to build your own professional toolbox. **JOIN US!**

The DMFAH Internship Program is open to rising and current undergraduate students or recent college graduates. Our Fall 2020 program will run from August 24 to November 27. Interns will be expected to complete 100 hours of work over those 14 weeks (approximately 14 hours per week). Scheduling is flexible, and shifts vary. To be a successful at DMFAH, interns should be engaged with their work, detail-oriented, inquisitive, and eager to work with peers and DMFAH staff.

DMFAH is a small museum and historical site, meaning we have a collaborative work environment where every member of our team can help out with another department's project when extra hands are needed. The positions listed below allow you to engage with the area you are most interested in, but it is not unlikely you may be asked to assist with a few tasks in other departments from time to time. Because of our collaborative work style, it is likely that every intern will be asked to help with larger museum events. While interns will report to the Museum Administration Assistant Intern and the Executive Director, they should also be willing to, on occasion, assist with tasks assigned by other staff. Time spent volunteering for events outside of your usual work hours will contribute to your total hours for the semester or summer.

Within your first week as a DMFAH intern, you will get a full orientation of all the exhibits on display, the collections, and the museum campus. Interns will stay up-to-date on all current exhibits and should be able to answer basic questions about the museum to visitors, respond to emails on behalf of the museum properly, and follow basic phone protocol (this information will be made available within the first week of work). By the end of your time as an intern, you will have gained significant professional experience that can be applied to any job in your future!

Interns are expected to adhere to all COVID-19 health and safety requirements, including always wearing a mask while at DMFAH.

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Visitor Services Associate (VSA)

A Visitor Services Associate is responsible for facilitating daily Visitor services at the DMFAH and ensuring that the visitor service experience is consistently outstanding. VSA's are tasked with engaging with the public in order to provide an educational, safe and memorable experience at the DMFAH. VSA's are also tasked with running the daily, frontline operations in a smooth and efficient manner per the instructions of the Visitors Service Supervisor and the Museum Administrative Services Intern.

Applicants for this position are typically interested in public relations, marketing, promotion, and/or media studies. VSA interns should be outgoing, detail-oriented, and adaptable.

Responsibilities:

- Greets & Welcomes visitors upon their arrival and helps orient them to the DMFAH by letting them know the wide range of programming and activities available
- Assists patrons during their visit, including:
 - Assisting visitors with entry and tickets
 - Facilitating audio tours & pre-booked guided tours to visitors
 - Facilitating showing of orientation film and assist with monitored seating
 - Attending to the gift shop and operating computer system to ring up items for purchase
 - Monitoring conduct of visitors and adherence to site rules
 - Creating a warm and welcoming environment for visitors
- Accurately answer visitor questions regarding topics relating to the museum
- Respond to visitor concerns and complaints by utilizing information received during training.
- Reply to inquiries about visits or events made by patrons via phone, email, or through the museum's website
- VSAs may be asked to update the website and assist with social media marketing for events
- Manage visitor sign in form and add new visitors to museum's contact list, as well as maintaining guest books and gallery guides for shows
- Complete the yearly inventory of the gift shop with direction from supervisors

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Education Interpreters & Curriculum Builders (EICB)

Education Interpreters & Curriculum Builders (EICB) work to bring the Collections and Exhibition content to life for all ages through interactive educational curriculum units, as well as virtual and real classroom experiences. Museum educators at DMFAH are responsible for developing and carrying out all of the museum's various education and public programs, e.g., lectures, family, community and school programs, etc. This position involves planning and presenting educational programs that enhance public understanding of the museum's collections. EICB interns may contribute to educational research efforts, and may assist in the development and production of written educational materials and units. This may also involve the development and presentation of gallery talks, lectures, seminars, symposia, and other educational programs.

Applicants for this position are typically interested in educational programs, working with school-age children, and/or engaging with their communities. EICB interns should be creative, critical thinkers, and responsible.

Responsibilities:

- Present high-quality museum education programming and effectively manages instructional materials under general supervision.
- Under general supervision, develop instructional materials and activities.
- Contribute to the establishment and maintenance of effective partnerships.
- Document program evaluations and make recommendations for improvements in a timely manner.
- Effectively applies basic organizational and problem-solving skills.
- Prepare materials and supplies for educational programs and clean up after
- Complete occasional inventory of supplies for future classes
- Create scavenger hunts related to the museum's permanent collections for visitors

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Museum Collection Assistants (MCA)

The exhibits on display at the museum represent only a fraction of the total collection. Museum Collections Assistants interns are invited behind the scenes and are trained to provide assistance with the safekeeping of the museum's collections and to ensure artifacts are correctly catalogued and properly housed. Interns may assist with cataloguing, processing inventory, and researching. Knowledge of the PastPerfect museum database software would be helpful but training can be provided. Experience or education in collections management methods is highly valued by museums across the country. Working with the collections is a delicate task that requires caution and patience; training for handling items in the collections can be provided. MCA Interns must follow all precautions and guidelines for handling materials to ensure the safety of the museum's collections.

Applicants for this position are typically interested in art history, visual arts, and/or museum and curatorial studies. MCA interns should be creative, critical thinkers, and organized.

Responsibilities:

- Support museum staff with inventory and audit of museum's permanent collection
- Assist with collections care including acquisitions, minimal preventive conservation, access, security, environmental and pest control monitoring, storage, inventory, and loans.
- Assist in training volunteers and PastPerfect interns working in collections management and curatorial projects.
- Assist with reorganization and maintenance of collections vault and storage room
- Assisting in the development of traveling exhibitions and providing research for exhibition opportunities.
- Support Curator by performing tasks including patching and painting gallery walls between shows; moving and hanging art; repositioning and, when needed, repairing gallery lighting; and preparing wall vinyl, labels and text panels.
- Support both functions by conducting integrated pest management of the galleries, prep room, collections vault and storage room
- Maintaining proper supply inventory in prep room. Ensuring room is stocked, organized, tools are in working order, and hangers and hardware are functional
- Ensuring pedestals and exhibit cases are in working order; painting; patching and repairing when necessary.
- Shipping and receiving exhibitions including shipping to and receiving shows on loan; unpacking exhibits; creating and completing loan and condition reports for approval.

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Museum Administrative Assistant Intern (MAAI)

The Museum Administrative Assistant Intern will oversee varied administrative and curatorial support to the Curatorial Department/ Project as well as the Executive Director. This position is available to individuals who have already completed at least one semester or summer as an intern with DMFAH. Reporting to the Executive Director, you will collaborate with team members, maintain the daily schedule and calendars, screen calls and visitors, coordinate travel arrangements, sort and screen mail, email, organize files/databases, perform some research, respond to inquiries, and serve as liaison to other museum departments, institutional and City partners, historians, fellows and resident participants.

Applicants for this position are typically interested in museum management and curatorial studies. MAAI should be leaders, critical thinkers, organized, and efficient in leading a team.

Responsibilities:

- Support the Head of Curatorial Affairs with scheduling, managing calendars, and other administrative tasks
- Manage all office functions, including greeting guests, reception support, tour preparation and cleanup; and reply to phone calls, mail, or email request
- Advise and delegate tasks to other interns, as directed by museum employees
- Ensure and maintain efficiency of department files, organization, and processes
- Assist Curatorial department with preparing presentations and works with other assistants to provide administrative and organizational support to the department
- Prepare and proofread a variety of documents for accuracy, proper formatting, and grammar to ensure excellent output
- Handle sensitive and highly confidential information