



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, including a two hour weekly Summer Seminar.

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, Communications & Public Engagement, Curatorial, Collections, Development, Education, Exhibitions, Facilities Rental & Events Planning, Group Services, and Retail/Operations. For Summer internships, a weekly hourly commitment of 35-40 hours is required. For Fall and Spring internships, a minimum weekly commitment of 8 hours is required.

In addition, we collaborate with other Philadelphia cultural institutions for internship opportunities, including the Gershan Philadelphia Jewish Film Festival, the Katz Center for Advanced Judaic Studies and the Philadelphia Society for Preservation of Landmarks. Interns at these institutions are included in our extended internship community. Requests for internships at these institutions are coordinated through the NMAJH internship program and application process.

We offer a limited number of paid internships to students with demonstrated financial need. Internships can also be taken for course credit, where applicable.

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 and upload your Student Aid Report (SAR) and FAFSA to the form where indicated.

Applicants for summer internships are strongly advised to apply no later than February 28. If feasible, offer letters are sent by March 30. Applications for fall and spring internships are accepted on a rolling basis.

Position Descriptions

NMAJH Academic Liaison

The Academic Liaison Administrative Intern supports the development and implementation of the Museum's internship program.

Key projects and responsibilities may include:

- marketing the internship program
- administering the application process
- coordinating and communicating with fellow interns
- planning and administering exit interviews
- organizing the summer seminar program

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.

Key projects and responsibilities may include:

- assisting in preparation of a paper for presentation at a national meeting or for publication
- coordinating meetings with the research committee
- researching new data and background information
- conducting surveys

NMAJH CEO / Director's Office

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

Key projects and responsibilities may include:

- the maintenance of JAHM's social media accounts on Instagram, Facebook, and Twitter
- 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.
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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 Communications and Public Engagement

The Communications and Public Engagement Intern supports the Museum's efforts around attendance, awareness, engagement, and national reach. We develop and implement integrated communications strategies that include public relations, digital content, social media, marketing, strategic partnerships, paid advertising, and public events to serve these goals. This unique opportunity provides interns with the chance to interact with almost every aspect of Museum life and to contribute to conversations around the Museum's identity and play an important role in how we communicate with the public every day.

Key projects and responsibilities may include:

- Digital Content -- assisting in the production of digital content such as developing story lists and copy for e-newsletters and blog posts; website updates
- Public Relations and Outreach
 - maintaining press and e-newsletter contact lists, creating press kits and media coverage reports
 - supporting outreach efforts for exhibitions, events, special projects, group visits, and other institutional initiatives.
- Social Media -- researching content and actively contributing to the Museum's channels and helping to create targeted campaigns
- Public Engagement – helping to organize public programs and special events, researching potential topics and speakers, event logistics, managing program idea submissions from the public, maintain public events tracking sheet that includes attendance and ticket sales, conducting audience participation analysis
- Publicity -- assisting with press and/or photography at Museum events
- Design – support creation of promotional materials for Museum programming such as public events, exhibitions, fundraising events, and other materials.

Qualifications:

- Interest in Communications, Programs and Events, Museums, Arts & Culture, Nonprofits
- Strong written and oral communication skills
- Attention to detail
- Knowledge of Microsoft applications especially Outlook, Word, and Excel and Adobe Creative Suite (InDesign) a plus

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. The department is interested in candidates who are proficient with InDesign. Applicants must commit to a minimum of 16 hours per week.

Key projects and responsibilities may include:

- primary and secondary research and work in exhibition galleries
- assisting with administrative and outreach projects when the need arises.

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.

Key projects and responsibilities may include:

- working with artifact loans and artifact collection
- registration tasks including describing, measuring, and photographing artifacts
- assisting with installation, deinstallation, and routine maintenance of exhibitions
- conducting research related to Museum collection objects
- assisting with collection photography and research requests
- processing new collection 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.

Key projects and responsibilities may include:

- updating exhibition schedules
- maintaining open issues spreadsheets
- reviewing design of exhibitions and exhibition related interactives

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.

Key projects and responsibilities 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.
- grant writing
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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.

All tasks would be carried out in the context of ongoing feedback and input from museum staff.

Key projects and responsibilities 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.

Qualifications:

- 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.

Key projects and responsibilities 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 supports the Museum's educational and earned revenue goals by serving group audiences. Group Services is dedicated to bringing in new group audiences, and keeping active group audiences engaged. The team is responsible for all aspects of group visits to the Museum, including outreach, scheduling, customer service, contracts, and onsite day-of management. Interns engage in a variety of additional Groups-related projects such as research for visitor outreach, data analysis of group participation and electronic communications, and special topics prospect research connected to special exhibition themes.

Key projects and responsibilities may include:

- Preparing, sending and following up with correspondence for group visit outreach in 2018 and 2019
- Perform statistical analyses to determine trends in group visit demographics and visit frequency
- Use the statistical analyses to assist the Communications department in refining outreach strategy for 2018-2019 and beyond
- Research new audiences for outreach, including schools, adults, synagogues, and other organizations
- Perform database maintenance for the Group Services contact list to ensure accuracy and current data
- Occasional greeting and orienting visiting groups, orienting docent tour guides

Qualifications:

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

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. Criminal Justice majors preferred.

Key projects and responsibilities may include:

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

NMAJH Retail/Operations

The Web Store Management Intern in the Museum Store assists with optimizing the store website, judaicashop.net. The intern will work on content management. Web store interns will have the opportunity to apply Photoshop and product photography skills as well as learn E-commerce platforms, Search Engine Optimization (SEO) and Product Listing Ads (PLA) strategies.

Key projects and responsibilities may include:

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

[The Gershman Philadelphia Jewish Film Festival](#)

All internships at the Gershman Y are unpaid. Please note that all internships require the applicant to have reliable transportation. Internships are 8-32 hours a week depending on availability.

Gershman Philadelphia Jewish Film Festival Intern

The Program Assistant intern will assist the PJFF Director. Tasks may include:

- 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.

Tasks may include:

- digitize and otherwise handle rare materials
- learn basic circulation responsibilities
- meet and work with scholars from around the world.

Katz Center Communications / Public Programs

- **The Katz Center 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 Society for Preservation of Landmarks

For over 87 years, the Philadelphia Society for the Preservation of Landmarks has played a significant role in the historic preservation movement in Philadelphia by restoring, furnishing and presenting to the public its distinguished house museums.

This internship will be located at the Powel House and is an unpaid internship.

Tasks may include:

- Assist in day to day operations, public interface, school groups visits, and occasionally in the development of new activities and resources.
- Help with museum opening and closing procedures for weekly history tours.
- Learn the basic Powel House history tour, engage with museum patrons, and assist with prepping museum for private events.

Qualified candidates should have a strong interest in history, museum, and education work. An interest in facility rentals of the museum for private events is important. The candidate will need to demonstrate a strong commitment to teamwork, be flexible, be dependable, and have the ability to work independently.

For Fall and Spring internships, a minimum weekly commitment of 8 hours is required.

Revised 8/29/2018