

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 during the summer, fall, and spring terms.

For Fall 2017, 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, Curatorial, Development, Education, Facilities Rental & Events Planning, Group Services, Marketing & Communications, Public Programs, and Retail/Operations. A weekly hourly commitment of 6 hours is required for unpaid internships and 8 hours is required for paid internships.

In addition, we collaborate with other Philadelphia cultural institutions for Fall internship opportunities, including the Gershman Y and its Jewish Film Festival, the Katz Center for Advanced Judaic Studies, and the Philadelphia History Museum. Interns at these institutions will be included in our extended internship community. Requests for internships at these institutions will be coordinated through the NMAJH internship program and application process.

We are also offering a limited number of paid internships to students with demonstrated financial need. These opportunities are made possible through a generous challenge grant from an anonymous national foundation, with the support of the Connelly Foundation, the Hassel Foundation, and a local anonymous donor helping the Museum to meet that challenge. 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.

Position Descriptions

NMAJH Academic Liaison – Research Projects

The Academic Liaison Research Projects Intern will assist in creating and implementing research projects concerning internships. The objective is the advancement of NMAJH's leadership position within the museum community with an expectation of a published paper and/or a presentation at a national conference. Topics currently being studied include the value of internships to cultural organizations and individuals.

NMAJH Academic Liaison – Administrative

The Academic Liaison Administrative Intern supports the development and implementation of the museum's internship program and acts as the liaison between the museum administration, staff, and interns. Duties may include administering the application process, marketing the internship program, coordinating and communicating with fellow interns, planning and administering exit interviews, and organizing the summer seminar program.

NMAJH CEO / Director's Office

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

Tasks may include:

- assistance with JAHM's transition from an independent nonprofit into a NMAJH-led organization
- extensive research on potential programs and initiatives related to both JAHM and to the Museum generally
- the maintenance of JAHM's social media accounts on Instagram, Facebook, and Twitter
- various administrative and organizational tasks related to the day-to-day management of JAHM

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 are preferred and excellent written and communication skills are required. A time commitment of 10-14 hours per week is expected. Website for JAHM: www.jahm.us

NMAJH Exhibitions

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.

Duties may include:

- updating exhibition schedules
- maintaining open issues spreadsheets
- reviewing design proofs

Ideal candidates should be able to multi-task, work well under pressure, and be proficient in color-coding and spreadsheets. Graduate students are preferred and there is a minimum time commitment of 20 hours per week.

NMAJH Collections

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 with experience in collections management are preferred. There is a 20 hour per week minimum.

Tasks will include:

- working directly with objects on loan and in the museum's artifact collection
- performing technical tasks related to managing museum collections and exhibitions, especially artifact registration tasks (describing, measuring, photographing, and selecting key subject-based search terms)
- assisting in the gallery
- conducting research related to Museum collection objects
- assisting with collection photography sessions
- processing new artifact donation offers

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.

Tasks 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.

Skills needed:

- 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

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. Specific duties may include: primary and secondary research and work in exhibition galleries. Interns may also assist with administrative and outreach projects when the need arises. The department is also interested in candidates who are proficient with InDesign. Must commit to a minimum of 20 hours per week.

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.

Projects and duties 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

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 Group Services

The Group Services Intern aids in the organization of group audiences, data analysis for visitor outreach, and relevant correspondence. The intern will discern and research potential new group audiences for the Museum's core collections and upcoming special exhibitions. Group Services is responsible for all aspects of group (more than 15 people) visits to the Museum, including scheduling, visit contracts, outreach, and floor management. Group Services is dedicated to bringing in new group audiences, and keeping our active group audiences engaged.

Responsibilities include:

- Preparing correspondence for group visit outreach in 2017 and 2018
- Perform statistical analyses to determine trends in group visit demographics and visit frequency
- Use the statistical analyses to assist the Visitor Services department in creating an outreach plan for 2017-2018
- Perform database maintenance for the Group Services department's over 7,000 person contact mailing list
- Occasional greeting and orienting visiting groups

Qualifications:

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

NMAJH Facilities Rental and Events Planning

The Facilities Rental & Events Planning Intern has the opportunity to learn about and assist in selling the Museum's rental space

Duties may include:

- supporting the Facility Rental and Events Manager in showing event space to potential customers
- conducting marketing research and creating mailing lists of targeted potential customers
- requesting vendor insurance and establishing load-in times
- responsible to oversee set-ups on certain events
- participate in special projects and other duties as assigned
- consistently demonstrate superior customer service skills

NMAJH Public Programs

The Museum's Public Programs department is where the world of ideas and "arts and letters" meets opportunities to develop tangible, marketable, "real world" skills such as research, business writing and communications, digital marketing, data analysis, and event management.

The Museum's programs have featured acclaimed writers, performers, and scholars on topics as varied as immigration, religious liberty, marriage equality, presidential politics, Jewish humor, and cooking. Featured presenters have included actor Mayim Bialik, cultural icon Dr. Ruth, author Gary Shteyngart, scholar Jonathan Sarna, designer and entrepreneur Stuart Weitzman, journalist EJ Dionne, cabaret performer Martha Graham Cracker—and many other interesting people and creative thinkers.

The Public Programs intern will gain a greater understanding of non-profit organizations through participation in cross-departmental projects and planning meetings. The intern will assist Museum staff in the development, implementation, management, and execution of a robust calendar of public programming in support of the museum's mission. Events annually include lectures and panel discussions, films, concerts, poetry readings, family days, and professional network convenings.

Projects and responsibilities may include:

- researching potential program topics and speakers
- supporting program logistics
- conducting audience analysis
- assisting on program marketing and PR
- managing unsolicited program submissions from the public
- providing logistical and office support

Recommended qualifications:

- detail-oriented, creative thinker with strong written and oral communication skills
- excellent interpersonal skills, both in-person and over the phone
- ability to multitask and work independently
- commitment to and interest in the Museum's mission
- interest and work experience in history, film, literature, or music is a plus

NMAJH Marketing & Communications

The Marketing and Communications Intern will have the opportunity to contribute to marketing and communications around all key aspects of the Museum, including institutional identity, exhibitions, permanent collection, educational initiatives, outreach, and public programs, and signature projects. In doing so, they will gain exposure to and be able to interact with multiple departments, giving them a sense of how various museum functions work.

Key projects and responsibilities may include:

- maintaining press and e-newsletter contact lists
- assisting in the production of e-newsletters, including developing story lists and article copy based on the promotional needs of Museum
- Designing and distributing promotional materials as needed
- assisting with press and/or photography at Museum events
- researching and drafting content for social media
- assisting in maintaining the Museum blog
- creating press kits and media coverage reports
- participating in the development and implementation of outreach strategies
- researching and reporting on best practices in marketing and communication
- supporting events and programs for both media and the public

Desired skills:

- knowledge of Microsoft Office Suite required
- knowledge of the Adobe Creative Suite a plus
- strong written and verbal communications skills
- strong interest in social media and experience with Facebook, Instagram, and Twitter
- excellent organizational skills
- interest or experience in Museums, cultural institutions, humanities, and the arts a plus

NMAJH Retail Operations

The Web Store Management Intern in the Museum Store assists with optimizing the store website, judaicashop.net. The intern will participate in sales and customer service and relations in the museum shop as well as behind-the-scenes operations, and work on content management, which includes:

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

Store interns will have the opportunity to apply Photoshop and product photography skills as well as learn Ecommerce platforms, Search Engine Optimization (SEO) and Product Listing Ads (PLA) strategies.

The Gershman Y

The Gershman Y is an urban arts and culture center located in Center City Philadelphia on the Avenue of the Arts. The Gershman Y presents a broad array of arts, culture, and educational experiences informed by Jewish values. Committed to sharing the diversity and breadth of the human experience, the Gershman Y is an inclusive organization that welcomes people of all ages, ethnic backgrounds, faiths, and affiliations to explore, participate, and contribute to our rich roster of arts and cultural programs and community initiatives. We embrace the Jewish values of learning, respectful dialogue, importance of family, concern for the environment, and the power of community to repair the world.

All internships at the Gershman Y are unpaid.

Gershman Y Development

The Gershman Y's Development Intern assists the Director of Development and the Development Committee (composed of Board members) with the Gershman Y's donor relations, to support the organization's programs and financial health.

The Development Intern's projects and duties may include:

- Researching prospective donors: individuals, foundations, corporations, and government grants
- Communication with existing and prospective donors across various platforms
- Donor database management
- Grant writing and application preparation

This is an excellent opportunity to learn about the inner workings and financial resource development of a 142-year-old arts and culture institution and to gain tangible skills that are applicable to a variety of fields.

Gershman Y - Programs

The Gershman Y's Programs Intern, under the supervision of the Director of Programs, will help to build and improve on established programs as well as develop new content for programming, assisting in the entirety of the creation process. Assisting with research and data, the programs intern will gain an in depth knowledge of the institution, its constituencies, and the arts and cultural community of Philadelphia. The programs intern will also have the opportunity to work cross departmentally with marketing and development to identify target audiences, social media promotion, and public awareness of the Gershman Y's programming. We are looking for someone with exceptional interpersonal and organizational skills. Responsibilities will include (but will not be limited to):

- Assist in the development of upcoming programming from start to finish, including content development, budgeting, promotion, and execution
- Assist in accumulating and assessing research and data related to programming, including audience surveys, target demographics, and current constituency base
- Assist in the production and design of materials including brochures, flyers, and other promotional materials.
- Assist in the development and execution of general promotion and message of the Gershman Y through various marketing platforms such as website and social media
- Ad-hoc duties as assigned

Gershman Y - Philadelphia Jewish Film Festival (PJFF) Program Assistant

Starting September 25, the Gershman Y PJFF Program Assistant intern will assist the PJFF Director with carrying out key responsibilities such as:

- 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

Philadelphia History Museum

The Philadelphia History Museum, the city's official history museum, offers a summer internship that includes assisting with youth programs, marketing, exhibition development, and collection management.

All internships at the Philadelphia History Museum are unpaid.

The intern will work under the supervision of the museum's historian, Cynthia Little, Ph. D., and occasionally assist staff responsible for visitors' services, marketing and social media, exhibitions, administration, and collection oversight. The internship offers opportunities for the intern to relate to individuals and groups about history in the galleries, work with youth groups, write blogs, assist with exhibition development, and generally become a critical person on the institutional team. Interns will attend the weekly staff meetings.

Required Skills:

- Basic knowledge of American history and familiarity with basic outline of Philadelphia history
- Experience working with children and/or young teens
- Flexibility
- Basic historical research and writing skills
- Strong interpersonal skills
- Ability to work on a team and take direction

[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, to digitize and otherwise handle rare materials, to learn basic circulation responsibilities, and to have the opportunity to meet and work with scholars from around the world.

[Katz Center - Communications / Public Programs](#)

The Katz Center Summer 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.

Revised 8/2/2017