

Internship Program Summer 2023

General Description

The Dixon is opening the application process for its **Summer 2023 Internship Program**. This program operates under the direction of the education department with placements available within other departments.

The museum internship will provide the applicant with an introduction to standard museum practices, providing professional experience and useful skills for future museum employment and further study in the field.

Interns will work six to eight weeks, 20 hours per week. The position pays \$15/hour. Applicants must be at least college juniors with sixty hours of college credit.

Prospective candidates will be interviewed by the Director of Education or by the supervising department head. Positions are limited. Interested candidates should submit the following information:

- Internship Application Form (available online)
- Resume
- A personal letter stating reasons for choosing the position, how the internship relates to their career plans, and what the candidate believes, they can contribute to the Dixon.
- Please indicate whether university credit is needed. If so, supply requirements and advisor's name and contact information.
- Weekly availability
- Two letters of recommendation – at least one from a college professor

Application Deadline

March 17, 2023

Program begins June 2023.

Please send information to:

Margarita Sandino

Director of Education

Dixon Gallery and Gardens

4339 Park Avenue

Memphis, TN 38117

(901) 7615250 ext 104

msandino@dixon.org

Internship Descriptions

Development

One Position: Development Intern

The Dixon seeks applicants for the position of Intern in the Development Department, the fundraising arm of the Dixon. The position will introduce standard fundraising practices and museum culture, event planning and execution, opportunities for creativity in the marketing arena, and the cultivation of useful skills for future development or museum employment or advanced study.

Applicants must be 21 years of age at the start date. Rising college seniors, graduates, and graduate students will be considered.

Responsibilities will include but are not limited to:

Prospect research using Wealth Engine software. (Training provided.)

Foundation research using Foundation Search software (Training provided.)

Data assembly and data cleanup into Altru software (Training provided.)

Membership solicitation phone calls (Training provided.)

Internet research

Event coordination and setup

Membership sales at events

Write content and assist Membership Coordinator in developing summer promotions.

Clerical duties as required.

Skills/Qualifications

Proficiency in Excel, Word, and internet research are required.

Communications

One position: Communications Intern

The communications intern will work directly under the Communications Associate. They will assist in the implementation of community engagement and Dixon awareness projects.

Responsibilities

Assist with multiple projects within the department, including but not limited to, organizing media, contributing digital content, writing, copyediting, and video editing.

Skills/Qualifications

Excellent verbal and written communication skills

Proficiency with Microsoft Word and Excel

Comfort using Adobe suite applications

Photography skills are preferred.

Curatorial

One position: Curatorial Intern

This position will work directly with curatorial staff, under the supervision of the Curator and Assistant Curator, supporting with research, documenting, archiving, and installation of exhibitions. It is an on-site internship.

Responsibilities

Support curatorial department with research, documentation, bibliography, and archives related to a future exhibition.

Conduct research on objects in permanent collection.

Assist with organizing exhibition and institutional archives.

Support curatorial department during summer exhibition installations.

Other duties as assigned.

Skills/Qualifications

Art history major preferred

Proficiency in Microsoft Word, PowerPoint, and Excel

Well-honed research skills and knowledge of library systems

Knowledge of TMS (The Museum System) preferred, but not required

Education

One position: Youth Programs Intern

This position will work directly with the Youth Program Coordinator and Director of Education assisting with Dixon Art Camp, youth, and student education programs, including weekly programs, and children's workshops.

Summer Camp

Assist Summer Camp Director with administrative and logistics work as well as set up.

Design and organize campers' artwork exhibition.

Assist Summer Camp managers with camper activities, supplies and supervision.

Youth Programs

Assist Youth Program Instructors in preparing materials for lessons and creating impromptu activities and experiences for visitors. These include organizing and restocking supplies for weekly programs for children ages 12 months - 18 years.

Assist Youth Program Instructors in implementing art and garden classes, pop-ups, and visitor engagement experiences.

Assist with weekend workshops when available.

Experience in the following areas preferred:

Art education/art major

Teaching experience

Experience supervising children.

Background in educational theory and practice

Organizational skills and attention to detail