INTERNSHIP OPENING:
Public Programs Design Internship (Winter-Spring 2019)

Public Programs organizes the American Museum of Natural History’s lectures, workshops, festivals and film screenings related to the museum’s temporary and permanent exhibits. The Public Programs Design Intern will design print and digital marketing materials and assist in the marketing and promotion of Public Program events. The Design Intern will also work on administrative office duties and assist Public Programs staff at museum events.

RESPONSIBILITIES:
The Design Intern will work closely with the Public Programs Assistant to
- Research and identify images for public programs promotional needs
- Resize images for publication on web and email on Adobe Photoshop
- Maintain file naming conventions and image database
- Design flyers and museum signage/visuals for events on Adobe InDesign
- Assist with marketing/publicity efforts

The Design Intern will report to the Public Programs Coordinator for administrative tasks including:
- General office and administrative support
- Preparing supplies and signage for programs
- Answering phone calls
- Crafting education projects
- Program set-up, break down, and facilitation

QUALIFICATIONS:
Current college or graduate student with design, media and communications, and/or digital arts/photography degrees. Must be reliable, organized, and have an eye for and interest in identifying images for marketing purposes. Must have deep knowledge in Microsoft Suite, Keynote, Adobe InDesign and Photoshop, Wordfly (or similar), EZPublish (or similar). Interest in museums, science, and cultural education, a plus.

COMMITMENT:
2 days per week (10:00-5:00 pm, M-F) plus assistance with evening and/or weekend programs (at least 4/month).

This is an unpaid internship, however, many of our past interns have received payment or credit through work-study or academic credit programs offered by their universities.

To apply for the Winter-Spring 2019 Internship, send a resume, cover letter, design portfolio (or example) to: Public Programs (publicprograms@amnh.org), subject line “Public Programs Design Internship: Winter-Spring 2019.” Application review begins December 2018.

Please be advised that due to the high volume of applicants we are only able to contact those candidates whose skills and background best fit the needs of the internship.