

MoAD Internships & Fellowships

Internships

MoAD internships provide training in specific museum fields through close work with a professional staff member, familiarity with contemporary art and artists of the African Diaspora, and an educational program that exposes interns to the workings of the Museum as a whole, while considering the role of museums in the broader cultural context.

Internships are reserved for current college students seeking college credit as part of the completion of a related course of study. Interns are not currently paid but are eligible to receive a travel stipend.

Applicant Qualifications

- Possess a knowledge of or strong interest in learning about the African Diaspora.
- Current enrollment in college/university receiving course credit, or financial remuneration from your college (documentation may be required).
- Experience working within an ethnically diverse environment.
- Enjoy a fast-paced structured learning experience.
- Work well in a group, as well as independently.
- Be accustomed to meeting deadlines.

Time Commitment

- Interns commit to a schedule of 10-15 hours per week for up to six months.
- Summer interns typically commit to 16-24 hours per week over a two to three-month period.

Application Deadlines (Accepted on a rolling basis)

	Application Due	Start of Internship	End of Internship
Fall Internships	August 31	September	December

Spring Internships	December 14	January	May
Summer Internships	May 16	June	August

How to Apply

- Your application **MUST** include a resume and cover letter.
- A section of your cover letter must describe your connection to the African Diaspora.
- Please **SPECIFY** the department you are applying for.
- We may contact you with a writing assignment and prospective projects after your resume and cover letter have been reviewed.
- All applicants must be eligible to work in the United States and are responsible for securing their own immigration documents. The Museum will not sponsor immigrant visa applications for interns.
- Send internship applications by email to education@moadsf.org.

Current Internships

- **Education Programs Intern**
 - Planning and implementing education programs.
 - Developing resources for guided tours, curriculum development, and tools to assist visitors in making connections to art and artists of the African diaspora.
 - Assist with program evaluation.
 - Assist with preparation of materials and supplies for education programs.
 - Conduct research that supports program development, culturally relevant teaching practices, curriculum development, and artwork interpretation for all audiences.
- **Public Programs Intern**
 - Support research and development for public programs to serve all museum audiences both in the physical museum space and through virtual programs.
 - Support program implementation ranging from hands-on family art activities to large-scale programs, to lectures, poetry events, and literary programs.
 - Program planning, tracking, and logistics.
 - Post program documentation and evaluation.
- **Graphic Design Intern**
 - Support the work of the graphic design team, including exhibition content design, branding documentation, research, file organization, and online/social media resources.

- **Development Intern**
 - Provide administrative and project management support.
 - Learning about the inner workings of Museum leadership
 - Support the department with research, grant writing, and

- **Exhibitions Intern (CLOSED UNTIL SPRING 2024)**
 - Support the exhibitions team with research, exhibition development and planning.
 - Support with strategies for meeting the needs of different types of visitors.
 - Support with strategies for interpreting art information to museum visitors.

- **Marketing Intern**
 - Prepare analytics reports for social media, website, and email marketing.
 - Support copywriting for website events pages, email communications, and blog.
 - Support posting events on third-party websites.
 - Provide onsite event support.

- **Registrar's Intern**
 - Assists with contacting artists, galleries, collectors, and lending organizations for details on incoming artworks and for shipping.
 - Assists with incoming and outgoing loans for exhibition programs.
 - Inventorying and cataloguing artworks.
 - Assisting in the preparation of condition reports.
 - Assisting with data entry.

Fellowships

MoAD Fellowships are offered intermittently throughout the year and last between four and six months. Availability of fellowships is contingent upon availability of funds. Work schedules are between 12 to 18 hours per week for the duration of the fellowship and are offered to current or recent graduates of bachelor's or master's degree programs who are interested in pursuing or exploring a museum career. Recent graduates are those who have completed their programs of study within six months of hire date. Fellows will be provided focused departmental training, complemented with regular activities designed to provide them with greater exposure to the Museum and art field. **When available, fellowships are posted under the internships & fellowships tab.**

Fellowship Compensation

MoAD Fellowship pay is as follows (subject to all required taxes):

\$18.50/hour for undergraduate students

\$21.50/hour for graduate students

*MoAD Fellows are not eligible for fringe benefits.