



## *Summer 2021 Internships Available*

### *Docent and Intern Programs and Access Programs Intern*

The intern will contribute outreach efforts of National Portrait Gallery Docents during Virtual Tours using Zoom or other platforms, creation of PowerPoint presentations based on the Portrait Gallery's collection. They will also serve as the cohort-builder for the summer 2021 term, acting as a liaison between Intern Programs Manager, interns and mentors.

### *Expectations*

Organized and congenial, ability to write clearly and concisely. Experience with Microsoft Office applications with Excel, Word, PowerPoint. Ability to work independently and collaboratively with peers and supervisor. Familiarity with ZOOM application, including screen-sharing; ability to learn quickly and collaboration with other team members and strong writing skills for various types of documents and projects. Mature, reliable, congenial, creative, and flexible in their thinking. Some knowledge of gallery tour techniques, museum education theory and free-choice learning. Ability to prioritize tasks.

### *Preferred*

Preference given to college undergraduates and those with some graduate-level coursework.

### *Learning Objectives*

This internship will provide an excellent opportunity to gain experience in a fast-paced work environment at a prestigious museum and prepare the intern for a career in the arts management, museums, or other nonprofits. The intern will learn valuable organizational and resource management skills including volunteer management and small event planning and working with the public remotely.

### *Term*

Summer 2021

## *Public Programs Intern for Women's History Content and Interpretation Curator*

The intern will contribute to existing projects and cultivate ideas for new public resources that promote women's history, developing online and blended instructional materials, and supporting special outreach projects as interest and need arise. He or she may also assist with the research of sitters, artists, and special topics for use in prompting the history of women in America.

### *Expectations*

Expectations for this internship include learning and demonstrating knowledge of visual literacy and teaching skills and working with underserved populations in the Washington D.C. area including:

- Assisting with preparation and facilitation of a virtual workshop for teachers
- Develop assessment tool for integration into teacher programs.
- Research and identify NPG collections for Wikipedia project on women's history.
- Explore external partnerships with local non-profits and related organizations that support underserved populations.

### *Learning Objectives*

This internship will provide an excellent opportunity to gain experience in a fast-paced work environment at a prestigious museum and will help prepare the intern for a career in public engagement. The intern will learn valuable skills including program management, education program creation for a variety of audiences, and small event planning.

### *Term*

Summer 2021

## *Department of Time-Based Media Art Curatorial Research Intern*

The curatorial research intern will work on research and writing projects in the Portrait Gallery's collection, as well as conduct research on possible acquisitions. These duties may include updating research files on individual subjects and artists, assembling reference materials, maintain bibliographies and chronologies, and conduction research on selected topics. They may help research related to the time-based media art collection inventory. They will also conduct research on a future exhibition related to conceptual portraiture practice. They may also help with administrative tasks and research for the virtual screening and conversation series Viewfinder: Women's Film and Video from the Smithsonian.

### *Expectations*

An intern should have a sound academic background in the history of contemporary art, preferably media art; strong research and writing skills; and basic computer and image management skills.

### *Preferred*

Preference given to college graduates and those with some graduate-level work.

### *Learning Objectives*

This internship will provide an excellent opportunity to gain experience in a fast-based work environment at a prestigious museum and will offer valuable preparation for a future career in museums or other arts organizations. The intern will gain experience in conducting art historical and object-based research, as well as a combination of skills in image organization, cataloging, and writing.

### *Term*

Summer 2021

## *Office of Exhibitions*

Internships within the Office of Exhibitions at the National Portrait Gallery provide undergraduate seniors, recent college graduates, or graduate students with experience in exhibition project management. Additional assignments may include research and cataloguing of the Audio/Visual Special. Interns will become proficient in and utilize the Portrait Gallery's collections management software, The Museum System (TMS), and may also be tasked with using the Smithsonian's Digital Access Management System (DAMS).

### *Expectations*

Responsibilities in the Office of Exhibitions will include creating and updating object, constituent, loan, and exhibition records; preparing loan requests; entering lender conditions and loan requirements; tracking loan fees; and, researching and tracking copyright information. Intern would also have the opportunity to work on projects related to traveling exhibitions such as assisting with drafting marketing language for exhibition prospectuses; researching potential venues; assembling and emailing marketing materials to prospective venues; and, documenting results from museums who have hosted an exhibition.

Intern may be involved with ongoing work in the Audio/Visual (AV) Special Collection. Intern would assist the AV Cataloguer with tasks such as reviewing, processing, and cataloguing analog and digital media; performing research to enhance current records and archival procedures; and, transcribing digital videos. Intern may be asked to create/maintain MS Excel and Access databases. Intern may also assist New Media department with similar tasks of preparing audio/visual assets for transfer to DAMS, including cataloguing recent audio and video files and ensuring naming conventions match TMS cataloguing format.

Intern may be asked to assist department staff and/or AV Cataloguer with other short-term tasks as needs arise, and according to the intern's interest in wider exposure to the activities of the Office of Exhibitions.

In addition, the Exhibitions intern will be invited to department meetings and Exhibition committee meetings; encouraged to take part in SI-wide internship activities and related workshops; and, observe the daily activities of the Portrait Gallery.

### *Pre-Requisites*

Applicants must have a demonstrated interest in museums, art, or history, as well as an understanding of historical research, project management, and exhibition development. Experience in collections work is a plus. Additional qualifications include: familiarity with Microsoft Word, Outlook, Teams or OneDrive and Excel; strong organizational skills; knowledge of database software (ex: Microsoft Access); and strong writing skills.

### *Learning Objectives*

This internship will provide an excellent opportunity to gain experience in a fast-paced work environment at a prestigious museum and will prepare the intern for a career in arts management, museums, or other non-profits. The intern will learn valuable organizational skills including exhibition development for both on-site and traveling exhibitions and systems for cataloguing A/V materials.

## Potential Assignments Summer 2021

### Temporary Exhibitions

- Exam form data entry for 1898 and One Life: Maya Lin exhibitions
- Assisting with loan requests for 1898 and One Life: Maya Lin exhibitions
- Complimentary catalogue mailing for Hung Liu
- Gathering key image files for Watergate and One Life: Maya Lin
- Assisting with final label review for Hung Liu and Pursuing Pop

### Traveling Exhibitions

- Marketing The Outwin 2022: American Portraiture Today to national museums
- Assisting with updates in TMS with information about semifinalist works in The Outwin 2022
- Organizing information from the venues of Eye to I: Self-Portraits from the National Portrait Gallery including installation images, press and attendance
- Assisting with dispersal of Eye to I tour

### Permanent Collection

- Researching collection for long-term loan requests
- Updating loan files in TMS

### Audio/Visual (AV) Special Collection

- Creating and updating transcriptions
- Updating AVSC TMS records

### *Term*

Summer 2021

## *Curatorial Research Internship in the Prints and Drawings Department*

The intern will carry out foundational historical and biographical research relating to two portrait collections. One collection features 19<sup>th</sup>-century political cartoons and portrait engravings representing individuals and events from the Civil War era. The other collection consists of 20<sup>th</sup>-century silhouette portraits of notable figures from the 1970s and 1980s, including civil rights leaders, politicians, Supreme Court justices, presidents, astronauts, and athletes. The intern may also assist with cataloging these works for inclusion in the National Portrait Gallery's collection database (TMS). Research can be carried out in person or remotely, as circumstances permit.

### *Expectations*

This internship will require demonstration of the following skill sets:

- Interest in the history of the United States during the 19<sup>th</sup> and 20<sup>th</sup> centuries
- Curiosity to learn about underrecognized figures and events from the past
- Ability to conduct independent historical research using primary source materials as well as peer-reviewed journal articles and other scholarly resources available online
- Accuracy and attention to detail in documenting information
- Experience with Microsoft Office applications (Excel, Word, PowerPoint)

### *Learning Objectives*

This internship will provide an excellent opportunity to learn how curators research and assess new acquisitions for museum collections. Working closely with the department curator, the intern will gain experience in conducting in-depth historical research commensurate with an advanced undergraduate or graduate level of academic work. The intern will gain firsthand experience in interrogating works of art as historical documents and an understanding of the role of works on paper (specifically illustrated magazines and hand-cut silhouettes) in democratizing portraiture and documenting events and people that would otherwise be absent from the historical record. The intern will gain experience in cataloging works of art and in honing the language of visual analysis and description.

### *Term*

Summer 2021

## *Social Media Intern*

The intern will contribute to existing projects and cultivate ideas for the museum's social media channels, supporting special campaigns as interest and need arise. They may also assist with research on sitters, artists, and special topics for use in prompting the collection.

### *Expectations*

Expectations for this internship include:

- Learning and demonstrating visual literacy
- Providing assistance in researching and drafting content and graphics for the museum's social media channels (Facebook, Twitter, Instagram, YouTube).
- Editing video content when applicable
- Assisting with monitoring comments on all channels
- Updating social media calendar links when applicable
- Staying up-to-date and informed about new social media trends

### *Qualifications*

- Enthusiastic about social media
- Excellent research and writing skills
- Strong organizational and communication skills
- Ability to work independently and complete assigned tasks within identified timeframes
- Maintain attention to detail when proofreading, copyediting, and fact-checking
- Comfortable utilizing Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Ability to take and upload digital photos; photography experience a plus
- Familiarity with Trello and Adobe Suite (particularly Photoshop and Premiere Pro) a plus

### *Learning Objectives*

This internship will provide an excellent opportunity to gain experience in a fast-paced work environment at a prestigious museum and will help prepare the intern for a career in museum education and public affairs. The intern will learn valuable skills including program management, content creation for a variety of audiences, and campaign planning.

### *Term*

Summer 2021