



INTERNSHIP DESCRIPTIONS

Museum of Florida Art Mission

The mission of the Museum of Florida Art is to promote and showcase Florida Art and emerging and established Florida Artists through exhibitions and educational and interpretive programming made available to a diverse statewide audience of all ages; to collect and preserve works of art for this purpose; to publish books and other materials concerning the foregoing; and to make such resources available for the public.

CURATORIAL/REGISTRAR

Responsibilities may include some or all of the following:

- Assist with acquisition preparations, gallery installations, documentation and research projects involving the Museum's permanent collection, as well as publication projects and special exhibitions
- Research artworks in the permanent collection and maintain detailed records on them
- Assist with the development of publications to produce collection and exhibition catalogues, and website content

DEVELOPMENT/MEMBERSHIP

Responsibilities may include some or all of the following:

- Support departmental efforts to identify, cultivate and steward individual, corporate and foundation donors and Museum members
- Research individuals, foundations and corporations
- Assist with maintaining individual, corporate and foundation prospect files
- Provide assistance in planning, coordinating and implementing development and membership meetings and events
- Gift acknowledgement
- Database functions and updates
- Internal office organization

EDUCATION

Responsibilities may include some or all of the following:

- Assist teachers and staff with Art Camps
- Assist with supervision of student volunteers
- Assist in the planning and implementation of art programs for children and families
- Lead gallery tours and conduct outreach activities
- Assist with research and development of education program materials
- Assist with the development of partnership programs and resources that support the Museum's relationship with schools and the community

EXHIBITIONS

Responsibilities may include some or all of the following:

- Assist in exhibit installation when needed
- Prepare title cards, text panels, and other printed materials for exhibits when needed
- Photo document exhibits that are currently on display
- Photo document parts of the permanent collection
- Assist in organizing and preparing exhibit portfolio proposals
- Assist in maintaining gallery display units (painting)
- Assist in maintaining preparation room order
- Assist in unpacking and packing art work for shipment when needed
- Occasionally there is data entry as pertains to the permanent collection or artists submitting portfolios
- Generally help with daily duties as they arise

MARKETING/PUBLIC RELATIONS

Responsibilities may include some or all of the following:

- Work with Museum staff to develop new audiences
- Write news releases about Museum programs, such as educational, exhibitions and special events
- Assist with the distribution of press kits and related materials
- Assist with writing and distributing other promotional materials, such as brochures, posters, flyers, e-newsletter
- Managing and developing promotions for Museum exhibitions and events
- Update website

For an Internship Application or additional information contact:

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