



TIMKEN MUSEUM OF ART

Unpaid Intern Position Description

The Timken Development Department is offering one unpaid, part time internship position designed to provide a 12-week practical experience in an art museum setting. Students who are college seniors, recent college graduates, or graduate level students interested in pursuing a career in art museum education are encouraged to apply. The intern will work for an average of 10-15 hours per week.

Department: Development

Staff Supervisor: Development Manager

Purpose and Goals: The Timken is committed to providing challenging opportunities and career-enhancing experiences to college and graduate students. Working directly with staff and the public, interns contribute to the Museum's mission. They work as part of a skilled team, assisting with a variety of significant projects as well as helping with day-to-day operations and special programs and events. The internship benefits students by providing a professional experience and an overview of the museum development field. Interns have the opportunity to gain useful skills, and the chance to build a professional network. References gained through the work as an intern can be helpful in securing future employment and admission to further programs of study.

Eligibility: The Timken internship program is open to qualified college seniors, recent college graduates, or graduate level students. Students and recent graduates in art history, museum studies, education, marketing/PR, english, journalism are encouraged to apply.

Academic Credit: The Timken encourages interns to seek academic credit for their internship and will assist in any way to help the intern receive it. Contact your advisor or department chair to inquire about your school's requirements.

Duration: Internships average a 12-week duration and usually take place throughout the typical academic spring, summer or fall semester. The intern will be required to work an average of 10-15 hours per week.

Deadlines:

- Spring (February-May): January 1
- Summer (May-August): March 1
- Fall (September-December): July 1

Duties and Responsibilities: Working under the direction of the Development Manager, the intern will be involved in all aspects of the Development Department. He/she will assist with grant writing, donor relations, membership, special events, public relations and marketing. The intern will also be involved in the planning and implementation of various development programs. The intern might also be asked to assist with grant writing.

Qualifications: The Timken is looking for personable, outgoing applicants with excellent communication skills and a desire to assist with a variety of projects. He/she should be highly motivated and able to work with staff and volunteers in a professional manner. Basic filing, typing and computer skills are required. Must be proficient in Google Drive, and Microsoft Suite.

Application Process: Please submit Internship Application Form, letter of interest, resume and two letters of recommendation to:

Development Department
Attn: Alexandra Riley
Timken Museum of Art
2550 5th Avenue
Suite 500
San Diego, CA 92103
Fax: 619-531-9640

The letter of interest should include reasons for wanting to be an intern, what the intern hopes to achieve from the experience, how the internship relates to career plans and what he/she believes they can contribute to the Museum. The letter should also include days available to work and number of hours per week.

Complete application packets must be received by the deadlines listed above. Late applications will not be considered.

No phone calls, please. Only selected individuals will be notified and contacted for interviews.

Please note that our internship opportunities are subject to change and may not be available at all times.