



Museum of Northern Arizona
Heritage Program Internship
Summer 2016

The mission of the Museum of Northern Arizona is to inspire a sense of love and responsibility for the beauty and diversity of the Colorado Plateau through collecting, studying, interpreting, and preserving the region's natural and cultural heritage.

The Museum of Northern Arizona (MNA) Heritage Program seeks an enthusiastic, motivated, and organized individual to work in an enriching environment. This unpaid internship is open to students seeking experience in culture-based festival program coordination and administration. Housing is provided*. Intern activities include planning and implementing festival programs, participating in festival art collection trips, and facilitating the festivals.

The Heritage Program will create and execute four major arts festivals for the 2016 season: the 83rd Annual Hopi Festival of Arts and Culture; the 67th Annual Navajo Festival of Arts and Culture; and the 26th Annual Zuni Festival of Arts and Culture.

This internship will provide the following experiences:

- Coordinating festival programs
- Customer service, bookkeeping, and an introduction to program finances
- Observing and assisting with a variety of MNA activities
- Becoming a member of the MNA community and participating in Museum events

The ideal candidate will

- Possess a background in education and one of the following: museum studies, anthropology, cultural studies, or fine arts
- Enjoy working with the public in a sometimes fast-paced environment
- Possess customer service and office experience including phone etiquette
- Possess excellent organizational skills and be detail oriented
- Be self-motivated, able to multitask and interact with a variety of audiences
- Be dependable, responsible, flexible, and trustworthy
- Possesses strong writing and communication skills

Additional information

- 20 hours per week, May 16 through August 12, 2016 (dates are flexible)
- Weekends and extended hours are required during Festival times.
- Museum housing may be provided.* Sorry, no pets allowed

Must successfully pass a background check

To apply for this internship, send the following:

- Cover letter describing interests and background
- Resume with academic and employer references
- Copy of unofficial university transcripts
- Two letters of recommendation, one from an academic instructor and one from an employer.

Email is the preferred method of application submission: **KAlderette@musnaz.org**. If you are not able to submit your application via email, please call the MNA Human Resources Manager, Kori Alderette at 928-774-5211, ext. 203 to receive additional instructions for application submission.

Application Deadline: Open until filled.

Internship Dates: This internship will begin on May 16, 2016 and end on August 12, 2016 with the opportunity to extend through the fall of 2016.

The Museum of Northern Arizona is an equal opportunity employer.

* Housing may be available to those outside a 25-mile radius of the Museum of Northern Arizona. Housing is at the discretion of the Museum Director.