



**MUSEUM of  
NORTHERN  
ARIZONA**

*Celebrating the Colorado Plateau*

**Title:** Heritage Program Intern

**Department:** Public Programs

**Status:** Part-Time, Unpaid

**Supervisor:** Heritage Program Manager

A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

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. When available, housing may be provided\*. Intern activities include planning festival programs, participating artist solicitation trips, and community outreach.

The Heritage Program will create four major arts festivals to be executed for the 2018 season: the 28<sup>th</sup> Annual Zuni Festival of Arts and May 26<sup>th</sup> and 27<sup>th</sup> 2018; the 85<sup>rd</sup> Annual Hopi Festival of Arts and Culture June 30<sup>th</sup> and July 1, 2018; the 69<sup>th</sup> Annual Navajo Festival of Arts and Culture August 4<sup>th</sup> and 5<sup>th</sup>; and the 14<sup>th</sup> Annual Celebraciones de la Gente October 20<sup>th</sup> and 21<sup>st</sup>, 2018. Attendance at all four of these events is mandatory for this position.

This internship will include event planning and event execution and will provide the following experiences:

- Coordinating, planning, and execution of festival programs
- Customer service, bookkeeping, and an introduction to program finances and marketing
- 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:**

- 15-20 hours per week, April 30, 2018, through August 10, 2018 (dates and hours are flexible)
- Weekends and extended hours are required during Festival times.
- Museum housing may be provided.\* Sorry, no pets allowed
- This is a non-paid, educational internship
- 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: **employment@musnaz.org**. If you are not able to submit your application via email, please call the MNA Human Resources Manager, Jill Thomas 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 April 30, 2018 and end on August 10, 2018.

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 based on availability and is at the discretion of the Museum Director.

*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*