



MUSEUM of NORTHERN ARIZONA

Celebrating the Colorado Plateau

Title: Public Programs/ Heritage Program Intern

Application Deadline: Open until filled.

Internship Dates: This internship will begin on May 4, 2020 and end on August 14, 2020.

The Museum of Northern Arizona (MNA) Public Programs department seeks two enthusiastic, motivated, and organized individuals 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*.

Position Description:

- Responsible for assisting the Public Programs Manager and Assistant Manager with developing and executing all programs to take place during the 2020 Summer season including: Thirsty Thursdays; the Zuni, Hopi, and Navajo Festivals of Arts & Culture, Navajo Rug Auction, and various exhibition and educational programs.

Responsibilities:

- As assigned by department manager or assistant manager including but not limited to:
 - Communication with interdepartmental team.
 - Review and processing of artist vendor applications for festivals.
 - Maintenance of various documentation and record keeping.
 - Acts as an enthusiastic and personal representative for the Museum in the community by promoting its resources, programs and services.
 - Management of timelines and calendars.
 - Proofread and edit various marketing materials
 - Other duties as assigned.

Education and Experience Requirements:

- Background in education and one of the following: museum studies, anthropology, cultural studies, or fine arts.
- Experience working with Native American cultures a plus.

Abilities, Skills and Knowledge:

- Excellent communications skills, ideally with culturally diverse communities.
- Organizational skills, and ability to manage multiple projects simultaneously.
- Good organizational skills and attention to detail.
- Self-motivated, takes initiative.
- Ability to utilize computerized system, including Microsoft Office Suite, email and internet.
- Ability to engage with the public.
- Ability to work and interact with variety of audiences.
- Ability to determine quality works of arts.
- Must be able to lift 30 pounds; sit, stoop or stand for extended periods of time.
- Must have visual acuity and ability to work at a computer for extended periods of time.
- Must be able to pack or unpack fragile items.
- Must have an understanding of various Indigenous cultures and be comfortable working with diverse communities.

Additional information

- 15-20 hours per week May 4 through August 14, 2020.
- Must successfully pass a background check
- Ability to travel throughout Colorado Plateau region from time to time.
- Weekends and extended hours required during events.
- This is a non-paid, educational internship.

To apply for this internship, please submit the following to **ageorge@musnaz.org**:

- Cover letter describing relevant course work (if applicable) and background.
- Resume or Curriculum Vitae
- Copy of unofficial university transcripts.
- Two letters of recommendation (one letter must be from an academic instructor or advisor).

If you are not able to submit your application via email, please call the MNA Public Programs Manager Amelia George at 928.440.6504 to receive additional instructions for application submission.

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