



**Title:** BF Foundation Native American Internship

**Department:** Public Engagement

**Status:** Paid part-time, Temporary

**Supervisor:** Public Programs Manager

**Salary:** \$17/hour

**Position Description:** Works under the direction of the Public Programs Manager and will help conduct one major arts festival to be executed in June of 2023, along with various educational, cultural, and community-based programs throughout the 2023 summer season. This paid internship is funded through a restricted gift from the BF Foundation and is dedicated to the study of Native American art production and marketing, museum issues and procedures, and public programming and publicity. **Internship is open to all Native American students seeking experience in culture-based festival program coordination and administration.**

**Responsibilities:**

- 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, including summer day camps.
- Becoming a member of the MNA community and participating in Museum events.
- Collaborate with cultural representatives and community members.

**Key Relationships:**

- In addition to working with Public Programs Manager, will also work closely with the Education Manager and the Director of Public Engagement.
- Works with Visitor Experience staff for event coordination.
- Works with accounting staff on program funding.
- Will work with artists attending the summer programs.
- Will work with cultural representatives and tribal leaders

**Education and Experience Requirements:**

- Possess a background in education and one of the following: museum studies, anthropology, cultural studies, or fine arts.
- Has some experience with handling fine artwork or objects delicate in nature.
- Proficient in Microsoft Office (Word, Excel and Outlook)

**Abilities, Skills, and Knowledge:**

- Enjoys 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.
- Possesses the ability to be aware of cultural sensitivities in a professional museum setting.



**Working Conditions:**

- 15-25 hours per week, May 2023 through August 2023 (dates and hours are flexible).
- Weekends and extended hours are required during special events.
- Must be able to endure extended hours of moderate labor
- This is a paid, educational internship.
- Must successfully pass a background check.

Must be fully vaccinated for COVID 19.

**To apply, please submit:**

- 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](mailto:employment@musnaz.org)**. If you are not able to submit your application via email, please call Jill Thomas in HR at 928-774-5211, ext. 203 to receive additional instructions for application submission.

**Additional Information:**

- Applications will be accepted until the position is filled.
- This internship will begin on May 15, 2022, and end on August 11, 2023.
- Housing may be available and is at the discretion of the Museum Director.

Further questions may be directed to Public Programs Manager, Claudine Taillac, at [ctailac@musnaz.org](mailto:ctailac@musnaz.org).

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