



INTERNSHIP DESCRIPTIONS

The New Orleans Museum of Art offers internship opportunities in all museum departments. Internships are unpaid and subject to departmental need each semester, which will cause the internship to vary each semester.

Department of Administration

Accounting

Gain experience in nonprofit accounting by assisting with cash receipts, accounts payable and budget processes and systems.

Visitor Services

Learn how the Visitor Services and Volunteer Coordinator role in a visitor's museum experience by assisting with front of house duties and other administrative work as assigned.

Department of Curatorial Affairs

Curatorial

Learn how exhibitions and permanent collection installations come together by assisting the curatorial staff with research and writing projects, and exhibition logistics.

- Current curatorial areas at NOMA: Modern and Contemporary; Asian; African; Art of the Americas; Photography, Prints, and Drawings
- Writing samples required.
- Graduate level Art History students are preferred.

Registrar

Learn how NOMA's collection of almost 40,000 objects and many objects on loan are organized, cataloged, and moved between other institutions.

Library

Discover the many resources available at NOMA by helping the Librarian assist guests, re-shelve books, prepare for events, and research programs and services.



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Department of Development and External Affairs

Grant Writing

Learn about the process of grant writing by assisting with grants research, writing and reporting. Possible duties include conducting foundation, corporate and federal grant research; completing donor profiles; editing and proofreading documents; compiling donor presentation packets; tracking donor giving cycles; writing exhibition and program descriptions that speak to a variety of audiences, and other duties as assigned.

- Writing sample required.

Graphic Design

Assist the Publications & Design team with creating museum publications such as the *Arts Quarterly*, exhibition catalogs, and program-related brochures.

- Graphic design portfolio may be required.

Membership

Assist the Membership team with membership marketing and recruitment, gift processing, donor database management and other administrative tasks.

Communications and Marketing

Learn how to publicize events, exhibitions and other opportunities at NOMA by assisting with public relations duties including social media, e-newsletters, press releases, advertisements and more.

- Writing sample required.

Special Events

Gain experience in special events by assisting with facility rental inquiries and venue tours, event planning projects, coordinating event logistics and staffing, and other related assignments. This internship requires the ability to work weekends and evening hours on a regular and ongoing basis.

Department of Interpretation and Audience Engagement

Art Class

Engage children of all ages by assisting in NOMA's Saturday Studio KIDS! art classes, summer art camp, and Friday Night art activities.

IAE Department

Assist the IAE team with docent training, educator workshops, tech support, art classes, educational resource development, program support, and other projects as needed.

- Writing sample required.

Public Programs

Engage museum visitors by assisting with the planning and implementation of NOMA's public programs including Friday Nights @ NOMA, Noon Time Talks, theater productions, etc.