Position: Academic Internships
Reports To: Director of Academic Affairs
Status: Non-exempt, part-time
Compensation: $2,500 per semester

Job Summary
Academic Internships provide students with theoretical and practical work experience in a museum setting. Students gain transferable skill sets relevant to entry-level museum work and more advanced art or museum studies. Fall, spring, and summer internships are available to students attending Belhaven University, Jackson State University, Millsaps College, and Tougaloo College. Emphasis is on developing theoretical and practical skills essential to the museum departments hosting each term—which varies. This Internship is ideal for a person interested in the overall operation of museums.

Learning Objectives
Academic interns complete a six-week museum learning course with academic affairs and participate in practical work assignments in their respective museum departments.

Time Commitment and Compensation
As compensation for working ten documented hours per week, interns will receive a total of $2,500.00 for the semester.

Required Qualifications
Current enrollment at Tougaloo College, Millsaps College, Jackson State University, or Belhaven University
- Demonstrable interest in museums
- Detail-oriented
- Excellent communication skills
- Ability to Multi-task
- Strong academic record

Working Conditions
Hybrid. Activities will take place onsite and online, depending on the department.
Application Deadlines

Fall applications are due by August 31.

Internships run from September-December.

Spring applications are due by December 15.

Internships run from January to April.

Summer applications are due by May 15.

Internships run from May to August.

To Apply

Submit ALL materials listed below in one email addressed to Dr. Redell Hearn, Director of Academic Affairs, rhearn@msmuseumart.org, by the appropriate application deadline.

1. A Letter of Application, maximum three-hundred words, highlighting required qualifications, indicating department of interest and intended semester of participation.

2. Current Resume

3. Academic Transcript (Official or Unofficial)

4. Two Letters of Recommendation

The Search Committee does not review incomplete applications.

Applicants receive notification of acceptance or denial via email. No phone calls, please.
MUSEUM DEPARTMENTS

The Center For Art And Public Exchange (CAPE)

Direct Report
Monique Davis, Chief Equity & Inclusion Officer, Managing Director of the Center for Art & Public Exchange (CAPE)

Scope of Work
Help develop a comprehensive Equity and Inclusion Plan for the Museum, conduct research of best practices in this field of emerging studies, explore equity issues specifically in the Museum field, edit documents in Excel, and create information graphs.

Preferred Skills
Work independently on assigned tasks and projects

Curatorial (Exhibitions)

Direct Report
Ryan Dennis, Chief Curator & Artistic Director of the Center for Art & Public Exchange (CAPE)

Scope of Work
Gain practical working knowledge in every facet of collections stewardship. Opportunities may be available in the curatorial department, registrar, or general collections management. Specific projects are not guaranteed. The intern's activities may include but are not limited to: Support with exhibition preparation, installation, and de-installation, providing other help as needed with the digitization of the permanent collection, registration, research, and writing as required; and Research artists for upcoming exhibitions, creation of artist files.

Preferred Skills
Attention to detail, organized, interest in artwork care, exhibition curating, and administrative tasks.

Curatorial (Collections)

Direct Report
Kathleen Barnett, Director of Collections Management & Registration

Scope of Work
Assist in facilitating the daily care and preservation of the permanent collection. Assist in registration, care, handling, records management, and storage of the permanent collection and loaned pieces. Work with the curatorial department to plan and prepare for upcoming exhibitions and installations.
Preferred Skills
Attention to detail, organized, interest in artwork care and administrative tasks.

Communications and Marketing

Direct Report
Jana Brady, Director of Marketing

Scope of Work (Graphic Design)
This position focuses on graphic design and would help design printed pieces, advertisements, and digital graphics. As the Museum is undergoing a rebranding, the marketing department needs an intern to help transition Museum materials into the new brand.

Preferred Skills
Basic knowledge of design programs (Adobe Photoshop, Illustrator, and InDesign), a keen eye for detail and multi-tasking skills, talent for creativity and problem-solving, interest in photography.

Scope of Work (Marketing)
This position focuses on marketing. The marketing department needs an intern to help with social media, website updates, writing press releases and promotional materials, data analysis, and general marketing/media planning.

Preferred Skills
Detail-oriented, Basic knowledge of social media, multi-tasking and writing skills, interest in photography.

Development

Direct Report
Sarah Wade, Assistant Director for Grants Management

Preferred Skills

Scope of Work
Foundation Research: Review Foundations and assist with identifying potential partner organizations and funders. Create Funding Schematics. Filing: Organize grant files, create, or convert, files to the organizational system, digitize Paper Files, Create Summative Reports on Past Grants/Foundations. Boilerplate Binder: Organize Grant information by topic, create a 'tagging' system for sharing information. Grant Calendar: Organize Grants Calendar for reports
and submissions, Create timing systems and work plans, and alert departments to upcoming reports and submission deadlines.

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**Operations**

**Direct Report**
Ruthie Massey, Director of Operations

**Preferred Skills**
Organized, multi-tasker, proficient in Excel and Word. Interest in facility operations and human resources as well as researching industry standards and best practices.

**Scope of Work**
Learn about facility operations and human resources in the nonprofit management sector. Support research for DEIA workplaces practices. Assist in management of construction and maintenance projects.

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**About the Mississippi Museum of Art**
The Museum is an Equal Opportunity Employer and is committed to creating a diverse environment. All qualified applicants will receive consideration for employment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum of Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

**Mission**
The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

**Vision**
Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in
engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.

Core Values

- **Warm Welcome + Inclusion.** The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- **Honesty + Diversity.** Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect difference in the service of increased understanding and empathy.
- **Local Relevance + National Distinction.** The Museum pursues deep investigations into Mississippi’s cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
- **Artworks + Artists.** Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.
- **Excellence + Equity.** Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style.
- **Trust + Authority.** The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.