



## INTERNSHIPS AT THE MUSEUM OF BIBLICAL ART

### ABOUT MOBIA

The Bible has shaped western culture more than any other book and has profoundly influenced the history of art. The Museum of Biblical Art (MOBIA), open since May 2005, organizes temporary exhibitions revealing the extraordinary diversity and richness of art inspired by the Bible in various media and representing diverse styles and artistic movements. Though approximately 80% of all Western art created before 1800 has origins in the Bible, contemporary artists continue to be inspired by this book and create challenging work; our exhibitions span time periods.

MOBIA brings to the public an interpretation of art through the lens of biblical religions and an understanding of religion and culture through its artistic manifestations. MOBIA takes no position on religion. The museum believes that an understanding of biblical themes, imagery, and symbolism is essential to cultural literacy, irrespective of one's religious background, or beliefs. MOBIA is the nation's only museum dedicated solely to art arising from the Bible.

MOBIA is located at 1865 Broadway at 61<sup>st</sup> Street, two blocks North of Columbus Circle in the heart of the Lincoln Square Neighborhood.

### ABOUT MOBIA INTERNSHIPS

MOBIA internships are designed to provide practical, hands-on experience to individuals interested in the areas of museum studies, curatorial studies, art history, museum education, arts administration, marketing, public relations, communications or grant writing. Because of the museum's small size and team-oriented environment, MOBIA interns receive a comprehensive overview of museum operations and interaction between departments and have a direct impact on the growth of a young institution.

Undergraduate & graduate students may apply. Undergraduate students must be of junior or senior status.

Positions may be available in the following areas: Curatorial, Education, Development, Marketing and Outreach, and Administration. (Descriptions on back)

Research experience and Microsoft Office proficiency is required for all positions. An art history background is required for curatorial internships and experience and/or interest in the arts is recommended for other departments. MOBIA seeks applicants with strong interpersonal, verbal and written communication skills and the ability to work independently in a collaborative environment.

### Compensation and Benefits

Internships are unpaid; can be taken for credit  
Free admission to NYC museums

### Time Commitment

Internships are available during fall, spring and summer  
A commitment of at least one semester is required for all positions  
15 – 20 hours per week  
Flexible schedule, Monday – Friday

**To apply**, send cover letter and resume to:  
Laura McManus, Curator of Education  
MOBIA  
1865 Broadway @ 61<sup>st</sup> Street  
New York, NY 10023  
  
Fax: 212.408.1292  
Lmcmanus@mobia.org

## **Curatorial Department**

The Curatorial Intern will work closely with the Assistant Curator and Registrar and the Director of Exhibitions. Responsibilities and projects include: Providing support in Registrar tasks such as writing and processing of loan requests and maintaining exhibition records; Providing support in Exhibition Management tasks such as preparation for de-installation and installation of exhibitions; Organizing photographic records from MOBIA exhibitions and publication and preparing records for digital archive; Conducting research for various needs such as lectures, papers, bibliographies and exhibition materials; Assisting with special events.

## **Education Department**

The Education Intern will work closely with the Curator of Education. Responsibilities and projects include: Assisting with the development and execution of children and family workshop; Assisting with the development of student tours; Preparing images for use in electronic and museum student exhibitions; Providing exhibition research for use in docent training; Assisting with the development of printed materials such as exhibition guides and concert programs; Assisting with outreach campaign to schools and organizations; Maintaining tour statistics; Assisting with special events. If desired, train to become museum docent.

## **Development Department**

The Development Intern will work closely with the Grants and Major Gifts Manager and the Director of External Affairs. Responsibilities and projects include: Writing preliminary grant proposals to private foundations; Conducting research of potential funders; Writing funder prospect profiles; Processing donations; Assisting in the preparation of final reports to funders; Compiling supplementary material packets for grant applications; Assisting with special events.

## **External Affairs**

The External Affairs Intern will work closely with Public Relations and Membership Departments and the Director of External Affairs. Responsibilities and projects include: Developing and maintaining press kits and informational packets; Processing membership requests and income and maintaining membership materials; Maintaining e-marketing campaign; Conducting research to identify public relations and outreach opportunities; Assisting with marketing of programs and events; Assisting with special events.

## **Administration Department**

The Administration Intern will work closely with the Director of Operations and Museum and Events Coordinator. Responsibilities and projects include: Assisting with project management of museum events; Assisting with print production of all museum publications and materials such as catalogs, invitations and exhibition brochures; Providing support for the general management of the Museum; Providing support with visitor services needs such as audience research and compiling and analyzing visitor evaluations; Providing support with the maintenance of the website; Assisting with special events.