



Winter/Spring Internship Application 2010 Procedures

Application Instructions:

Only select applicants who meet the minimum requirements and who submit their completed applications before the deadline will be considered for the available positions.

- Please read over the internship descriptions and requirements listed below
- Please review the application
- Complete the attached application
- Attach your resume and a 500 word personal statement
- Submit the completed application and required documents to:

Joaquin Ortiz
Program and Digilab Assistant
Museum of Photographic Arts
1649 El Prado
San Diego, CA 92101

Application Deadline:

January 11th, 2009



Available Winter/Spring Internships 2009

All intern descriptions are intended to be a guide to the general intern responsibilities and are not inclusive of every duty the intern is expected to perform.

Education/School in the Park Intern – 2 positions

The Museum of Photographic Arts is seeking interns to assist instructors in the classroom for the School in the Park program. The intern will be asked to help with classroom activities using photography, video, writing, and podcasting. The interns may be asked to supervise some classroom and outdoor activities so they must be comfortable leading small groups of elementary age students.

Requirements:

- Must be over 18
- Must have some background and general knowledge of photography or film/video production
- Must be able to work with digital cameras or video cameras, Photoshop or Final Cut Pro/iMovie, and Mac computers
- Must be comfortable working with fourth and fifth graders
- Must be dependable and punctual
- Must be available two to three days a week, Monday to Friday, from 8:30 a.m. – 12:30 p.m.
- Total Hours: 8-12 hours per week
- Other duties as assigned
- This internship requires a successful background check clearance. After the interview and upon acceptance of the of an internship offer from MoPA, the applicant will need to be fingerprinted through Live Scan Service at the Eugene Brucker Education Center. The applicant will assume responsibility for the \$30 cost of the service. The internship can begin only after successful clearance of this background check.

Education/Outreach Intern – 2 positions

The Museum of Photographic Arts is seeking interns to assist museum educators in school classrooms during the winter and spring terms. The interns will assist with photography and art projects at various school sites and may be asked to supervise some classroom and outdoor activities. They also will assist with the installation of the student art show at each school location.

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Requirements:

- Must be over 18
- Must have some background experience and general knowledge of photography
- Must be able to work with digital and film cameras and Mac computers
- Must be comfortable working with fourth and fifth grade students (prior experience working with children a plus)
- Must be able to give clear directions and lead small groups on projects
- Must be dependable and punctual
- Must be available weekday mornings and/or afternoons
- Total Hours: 6-10 hours per week (flexible)
- Other duties as assigned
- This internship requires a successful background check clearance. After the interview and upon acceptance of the of an internship offer from MoPA, the applicant will need to be fingerprinted through Live Scan Service at the Eugene Brucker Education Center. The applicant will assume responsibility for the \$30 cost of the service. The internship can begin only after successful clearance of this background check.

Film and Public Programs Intern – 1 position

The Museum of Photographic Arts is seeking an intern to assist the Education Department with a variety of tasks associated with Film and Public Programs. The intern will work closely with the Film and Public Programs Manger to organize, develop and facilitate all projects related to these programs.

Requirements:

- Must be able to work with staff members as well as independently
- Must be familiar with general film terminology and technology
- Must have excellent writing, research and communication skills
- Must have experience with Adobe Photoshop and InDesign
- Must be available for 3-4 hours blocks from 10:00 a.m. – 5:00 p.m., 2 days a week, Monday through Friday
- Other duties as assigned

Education Design Intern – 1 position

The Museum of Photographic Arts is seeking an intern to complete the design of two primary projects: 1) an educational activity packet for families visiting Balboa Park and 2) a postcard for teachers promoting a web-based classroom resource. For the family packet, the intern will format previously developed content into a fun and friendly brochure for distribution at 16 participating museums/institutions in the park. Qualified candidates should have design portfolio available upon request.

Requirements:

- Be able to create a design that synthesizes content into a unifying theme

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- Strong communication skills
- Must be comfortable working in a collaborative environment
- Proficient with Adobe CS software including Photoshop, InDesign and Illustrator
- Intermediate to advanced photography skills a plus
- Some knowledge of pre-press production including file setup a plus
- Must be dependable, punctual, pay close attention to details, and be able to follow deadlines
- Must be available weekdays (flexible)
- Total Hours: 5 hours per week

Education Intern – 2 positions

The Museum of Photographic Arts is seeking interns to assist the Education department in a variety of projects including writing curriculum materials, leading tours, and assisting with program evaluation. The interns will also help the Education Department in the planning, research and writing of a series of educational based exhibitions.

Requirements:

- Must have excellent writing, research, and communication skills
- Must be able to work with staff members as well as independently
- Must be comfortable with computers
- Must have experience with Microsoft Word and Excel
- Must be available for 3-4 hour blocks from 10:00 a.m. – 5:00 p.m., Monday through Friday

Exhibition and Design Intern – 1 position

The Museum of Photographic Arts is seeking an intern to assist the Director of Exhibitions and Design for projects related to design and layout, digital asset maintenance and general exhibition coordination. Applicants with a major or an interest in Design, Art History or Photography will be given first preference.

Requirements:

- Must have excellent organizational and communication skills
- Must be able to follow direction, and at times, work with minimal supervision
- Must be comfortable with MAC and Adobe Creative Suite
- Must be available twice a week for 3-4 hour blocks between 10:00 a.m. – 4:00 p.m., Monday through Friday

Sample Projects:

- Generate installation views of gallery exhibitions
- Design exhibition graphics including exhibition brand identity, building banners, and gallery signage
- Assist with exhibition floor plans and gallery layout
- Digital asset management of permanent collection objects
- Preparing design comps and packages for exhibitions

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Development Intern – 2 positions

The Museum of Photographic Arts is seeking interns for the Development Department. The intern will help research and manage donor information. The intern will assist with membership renewal processing and membership correspondence. The intern will also assist with special events, including the annual “Vintage” fundraising gala.

Requirements:

- Excellent written and oral communication skills
- Basic computer skills including Word, and Excel
- Must be flexible, mature, professional, a self starter, and able to occasionally work with minimal supervision
- Must have good organizational skills and be detail oriented
- Must be amicable and able to work with a variety of staff members
- Must be available twice a week for 3—5 hour blocks, Monday – Friday between the hours of 10:00 a.m. – 5:00 p.m.

Special Events Internship – 1 position

The Museum of Photographic Arts is seeking an enthusiastic intern to work closely with the Special Events Manager on the Museum’s internal and external events. The Special Events Intern will gain a broad understanding of the event planning industry, event coordination and production, and sales and marketing.

Responsibilities include but are not limited to:

- Assisting with planning, organization and execution of internal events including Member Receptions, POP Thursdays and fundraising events;
- Support the Special Events Manager by assisting with the planning of weddings, corporate clients and fundraisers;
- Assist with internal and external event logistics, and organization of event details;
- Conduct research to support sales and marketing of Museum’s event venues and events
- Provide administrative support to Special Events Manager such as processing paperwork, and coordination of clients’ files

Requirements:

- Experience and desire to work in event industry;
- Excellent communication skills, positive and ambitious attitude
- Basic computer skills including Word, and Excel
- Must be flexible, mature, professional, a self starter, and able to occasionally work with minimal supervision
- Must have good organizational skills and be extremely detail oriented
- Must be available twice a week for 3—5 hour blocks, Monday – Friday between the hours of 10:00 a.m. – 5:00 p.m.

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Digital Collections Intern – 1 position

The Museum of Photographic Arts is seeking an intern to assist with Digital Collections. The Digital Collections intern will play an important role in helping the Museum of Photographic Arts move forward with its digitization program. The goal of the internship is to gain hands-on experience in an archives environment, with particular focus on the digitization, the documentation, and circulation of the audio-visual collection material.

Requirements:

- Must have interest in collection management, audio-visual archives, and digital preservation
- Familiarity with developing and maintaining blogs and creating podcasts
- Working knowledge of databases; experience with HTML, RSS and CSS a plus
- Highly organized and detail oriented
- Ability to work both with minimal supervision and collaboratively
- Must be available twice a week for 3-4 hour blocks, from Tuesday through Friday between the hours of 8:00 a.m. and 5 p.m. for at least one semester.



Internship Application

Application Deadline:

January 11th, 2010

Please print form, type or print clearly, and mail with other application materials

Check one: Fall Semester Spring Semester Summer Term

Date _____ Dates of Availability _____

Last Name _____ First Name _____

Current Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone Number _____ Email _____

Permanent Address _____

City _____ State/Province _____ Zip/Postal Code _____

Permanent Phone Number _____

Review the current intern position descriptions and rank in order the position(s) you are interested in:

1. _____

2. _____

3. _____

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Education

Current Institution Attending _____

Degree _____ Date of graduation/anticipated _____

Major _____ Minor _____

GPA _____

Other Institutions attended and degrees:

List honors, extra-curricular activities, and interests:

List relevant Coursework:

Language Skills

Language _____ Ability: Reading Writing Speaking

Language _____ Ability: Reading Writing Speaking

List Relevant Skills:

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Essay

Include a 500 word personal statement on a separate sheet of paper that explains why you are interested in the Museum of Photographic Arts Internship Program and what you hope to gain from the experience. Also discuss how such an experience will help you further your education and career plans.

Please include the following with this application form:

1. Resume
2. Essay

Send all completed application materials to:

Joaquin Ortiz
Program and Digilab Assistant
Museum of Photographic Arts
1649 El Prado
San Diego, CA 92101

For more information:

619.238.7559 x 222
ortiz@mopa.org