



ALBANY MUSEUM OF ART

The Albany Museum of Art Special Events & Operations Intern

Department: Operations

Staff supervisors: Director of Operations

Purpose and goals: The intern will work with staff to help maintain a smooth and efficient execution of daily operating procedures.

Time: Minimum 3-month time commitment; up to 20 hours per week.
Schedule flexible within Mon.–Fri., 9–5 (office hours) as well as evening and weekend hours for special events.

Desired start date: as soon as possible.

Duties & responsibilities:

- Use video surveillance and patrolling methods to monitor the interior and exterior of the museum.
- Greet guests while displaying an alert and professional attitude.
- Inform guests of gallery rules.
- Assist Staff as necessary with organizing, fixing and lifting items around the building.
- Take visitor attendance.
- Occasionally answer phone calls and take phone messages
- Work the front desk when needed.
- Help set up and break down tables, chairs, etc. for Facility Rentals.
- Maintain the upkeep of the museum and perform minor daily maintenance duties.

Qualifications:

- Strong written and verbal communication skills.
- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Code of Ethics and Employee Handbook for the Museum.

Physical requirements:

- Manual dexterity.
- Ability to lift up to 25 pounds.
- Ability to climb ladders.

Education:

- Good academic standing.
- Highschool senior and higher.

Training:

- General AMA orientation.
- On-the-job training will be provided as needed.

APPLICATION PROCESS:

Submit a letter of interest, resume and AMA Internship Application.

Mail:

The Albany Museum of Art
311 Meadowlark Drive
Albany, GA 31707

Email: Randi.Hooks@albanymuseum.com

Open until filled.