



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 M–F, 9–5 (office hours), however, there may be times when weekend or after-hours events will offer additional time and experience.

**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:**

- Working towards completion of a BA or MA in hospitality, business management, or any related field.
- Minimum 2.5 GPA.

**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:** [annie.vanoteghem@albanymuseum.com](mailto:annie.vanoteghem@albanymuseum.com)

***Open until filled.***