

## Natural World Museum Internship Application

Applications may be received in hard copy or preferably, by email.

Before submitting your application packet, please make sure you have:

- Filled out and signed the application form
- Included all application requirements as described
- Stated all positions applying for on application.

Part-time internships are available at the Natural World Museum, based in San Francisco, CA. The internship will take place during weekdays – times to be determined upon acceptance. Depending on the internship projects, the intern will receive detailed information in program management, marketing, development, registration, education, and office management. The intern will gain hands-on experience with the daily operations of a mobile museum with global curatorial programs. The internship is open to undergraduates, recent graduates, and graduate students with coursework and/or demonstrated interest in one or more of the following fields: art history, marketing, fundraising, communications, education, conservation, environmental policy, and international relations.

### Background:

The Natural World Museum, as the international partner for the arts for the United Nations Environment Programme, is dedicated to utilizing art as a catalyst to inspire environmental awareness and action worldwide.

### Duration of Internship:

Any three to six month period.

### Purpose:

During the course of the internship, the intern will be exposed to the daily operations of NWM and will gain access to local, regional, national, and international resources. Under the supervision of the Director of Operations, the intern will provide support in the department of their choice.

### Responsibilities:

Though the intern will have direct communication and responsibilities in their department of choice, there will be general responsibilities to the organization on an at-need basis. Those responsibilities include, but are not limited to:

- Drafting of promotional materials, grant proposals, sponsorship requests, and program materials;
- Image editing and graphic design;
- Research for funding, promotions, and programs;
- Assisting curator with research on local and international artists;
- Researching environmental topics and organizations;
- Assist with registration of artwork

## Natural World Museum Internship Application

### *Responsibilities (continued):*

- Composing and distributing of materials for exhibitions and events;
- Assist with special projects such as research for grant proposals;
- Assist with events;
- Fielding phone and email inquiries and requests;
- General office maintenance including filing and data entry;
- Perform other related duties as assigned.

### Requirements:

- Knowledge of Microsoft Word, Excel, Adobe Photoshop, Indesign, Illustrator and Dreamweaver a plus;
- Be able to work independently, thoroughly and with attention to detail;
- Some art history and/or environmental course work is preferred;
- Excellent administrative/organizational skills;
- Ability to learn quickly
- Receptivity to constructive feedback
- Concern for detail and accuracy;
- Excellent language, spelling and grammar skills;
- Excellent interpersonal skills, including the ability to deal effectively and courteously with the artists, vendors and other staff members;
- Ability to work independently and as part of the team
- Ability to maintain composure along with humor while under pressure;
- Enthusiasm for and openness to unforeseen opportunities a must,
- Minimum 10 hours commitment per week.

### Application Requirements:

- Resume;
- Completed application form;
- Cover letter;
- List of references (one personal/professional and one academic).

Please send application requirements\* detailed above to:

Program Manager

Natural World Museum

PO Box 29604

San Francisco, CA 94129

[andrew@naturalworldmuseum.org](mailto:andrew@naturalworldmuseum.org)

\*Materials must be received in one complete package

The Natural World Museum is an Equal Opportunity Employer, committed to diversity among its staff.



## Natural World Museum Internship Application

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY AND STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER/SCHOOL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

How did you learn about NWM's internship program?

\_\_\_\_\_  
\_\_\_\_\_

EDUCATION:

School: \_\_\_\_\_ Major/Degree: \_\_\_\_\_

School: \_\_\_\_\_ Major/Degree: \_\_\_\_\_



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**SKILLS:**

Typing \_\_\_\_\_ Filing \_\_\_\_\_ Mailing \_\_\_\_\_ Telephone \_\_\_\_\_ Writing/Editing \_\_\_\_\_ Research \_\_\_\_\_

**INTERNET AND COMPUTING SKILLS:**

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**AREAS OF INTEREST:**

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**AVAILABILITY:**

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Please refer to to the internship description for additional application requirements. All application materials must be sent together.

Please sign and date below:

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Signature

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Date