ARMENIAN LIBRARY AND MUSEUM OF AMERICA

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ALMA INTERNSHIPS

As the largest Armenian museum in the Diaspora, ALMA offers a wide-range of exciting internship opportunities for undergraduate and graduate students who want hands-on experience to build their careers.

Qualified interns are enthusiastic students with either a background in art history, anthropology, communications, graphic design, museum or library science, and/or are interested in Armenian history and culture. All applicants must have a keen eye for detail, excellent organizational skills and a desire to learn.

Applications for internships are being accepted immediately and will be evaluated on a rolling basis. To apply, please email the following attachments to Christie Hardiman, Public Relations and Membership Outreach Coordinator (christie@almainc.org) in Microsoft Word form: a cover letter stating your personal interests, skills, and academic/career goals; a resume; and one letter of recommendation from a professor, academic advisor or previous/current employer.

Curatorial Assistant

The curatorial assistant helps prepare temporary exhibits at the Armenian Library and Museum of America (ALMA). The curatorial assistant is supervised by the curator of collections and exhibitions.

Responsibilities:

- Assist the curator in activities related to temporary exhibitions and permanent exhibits.
- Preparation of correspondence related to incoming exhibition proposals
- Assist in preparation of exhibition texts, including labels and checklists
- Conduct research on artists and works of art
- Some administrative tasks, including but not limited to: typing correspondence, preparing purchase orders, recording acquisitions and sending acknowledgements for donations and gifts, organizing, filing and labeling of exhibit panels.

Qualifications:

- Bachelor's degree in Art History or a related field OR a college senior with some museum/art gallery experience
- Excellent written and verbal communication skills a must;
- Excellent organizational skills;
- Excellent computer skills, particularly MS platforms, including Word, Outlook and Excel (knowledge of Sagebrush, PastPerfect or other museum software is a plus, but not required, on-site training will be provided)
- Strong interpersonal skills, ability to work well with others;
- Knowledge of and interest in the visual arts

Compensation:

- College credit or stipend