LEARNING THROUGH EXPERIENCE

Museum & Non-Profit Studies Internship

Your internship at the Sigal Music Museum is an opportunity to gain critical and practical experience working at a small museum focused on the history of music and musical instruments. You’ll work directly with full-time staff but will also have the opportunity to work independently and manage projects.

Applicants should have an interest or background in music, history, education, museum studies, theatre, art history, or another related field. There are opportunities for many types of interns with various skill sets.

*Internships are unpaid and should be coordinated with an advisor at your college or university if you would like to receive class credit. At least ten onsite hours per week are required, including some weekends & evening concerts.*

Responsibilities may include:

- Digitizing rare books, manuscripts, and sheet music for access by the community
- Assisting in completing instrument accession for museum collections
- Initial cleaning of museum collections
- Photographing/researching and identifying select museum collections
- Digitizing museum collection memorabilia
- Exhibit mounting/moving/painting
- Helping to conceptualize tours and programming for current and upcoming exhibitions
- Working the front desk and museum store as needed
- Providing research or copy for special projects (e.g. newsletter articles, object labels)
- Organizing and cataloging digital and physical files

The ideal candidate will:

- Demonstrate excellent written and verbal communication skills
- Be flexible, well organized, and able to multi-task
- Be a creative thinker, not afraid to offer up ideas
- Have experience providing excellent customer service
- Have a positive attitude, excellent drive, and willingness to contribute in whatever ways possible

If interested, please send a resumé/CV & statement of interest to david@sigalmusicmuseum.org by March 1, 2024. Selected candidates will be invited to interview with the museum staff. Applicants will be notified of final decisions by March 31, 2024.