UHHM STUDENT AMBASSADOR INTERNSHIP

- 4 to 16-week internship programs
- Independent Field Research
- Hands-on experience
- Opportunity for One-on-One mentorship
Program Overview

About
Join a community of interns to gain professional skills and to learn about museum practice. The Universal Hip Hop Museum has four departments that host interns from a variety of academic backgrounds.

The UHHM Internship is available to undergraduate and graduate students. Available internships are posted and filled on a rolling basis. Students will leave UHHM understanding how their respective department operates along with skills and historical knowledge learned during the internship.

Summary
There are limited number of internships awarded to students who are currently enrolled in school or recently graduated. Interns will be placed in the following departments:

- Archival and Curatorial Development
- Exhibition and Art Installation Design
- Marketing and Media Content Development
- Membership and Fundraising

Students will take part in education and administrative opportunities internal and externally through project based research, contribution to grant proposals, project proposals, and published articles. The program will require weekly check ins on work progress as well as a 20 hour work period: 10 hours on site at UHHM, and 10 hours in field research.

Year-long, Semester-long, and Summer Internships available
Requirements: must be a resident of the Tri-state area CT/NJ/NY
Must be an undergraduate, graduate student, or recent college graduate
ARCHIVAL & CURATORIAL DEVELOPMENT

Work on projects such as researching hip hop and compiling resources for upcoming exhibitions, writing entries for exhibition catalogs, article publications, and museum archival database. Interns will learn about exhibition planning, writing grant proposals, acquisitions, and projects/presentations.

MARKETING & MEDIA CONTENT

Marketing and Development will work with all the departments; Curatorial, Education, Membership, Exhibitions, and Special Events. Some interns will partake in research and reporting on visitor experience and the impact on the museum through interviews in the galleries, surveys and data analysis, and social media campaigns.

CURATORIAL & EXHIBITIONS

Help maintain the design of the exhibitions, rotations, and permanent gallery displays. Some interns will learn how to design gallery displays for upcoming exhibitions. Exhibition Design interns will learn about the development and implementation of exhibition design for its rotations, planning, and display. They will help with exhibition presentation, and execution of exhibitions through models, material research, etc. Interns will also collaborate with registrar department, curatorial, and external consultants.

MEMBERSHIP & FUNDRAISING DEVELOPMENT

The Membership and Development Department works closely with individuals, corporations, foundations, and government agencies to support the Museum. This department works to finance the Museum’s current and new services and initiatives for the public. Interns in this department should be highly organized, comfortable with approaching visitors and presenting at meetings, and have strong analysis and writing skills. They will assist in planning receptions, dinners, private exhibition viewings, and fundraising events.
Name: _______________________________(First) ____________________(M.I) __________________(Last)

D.O.B (mm/dd/yy) __________________________________________

Current Address
________________________________________________________________________________

(Street) ____________________________________________ (City) ____________________________ (Zip Code)

Permanent Address: ________________________________
*if different from the one above*

Home Phone (____)-__________________________

Cell Phone (____)-_____________________________

*preferred number to use*
☐ Home
☐ Cell Phone

Email Address: ________________________________________________________________

College/University __________________________________________________________

Major/Minor _________________________________________________________________

How did you hear about the Internship Program?
☐ UHHM Representative
   Referred by: __________
☐ College/University
☐ Online ___ Specify which
   ☐ Social Media
   ☐ UHHM Website
   ☐ Other: ________
REQUIRED SUBMISSION MATERIALS

I. Resume

II. CV/Cover Letter

Provide a statement of intent. (500 words) explaining reasonings for applying, what you hope to gain from the experience, how will this help enhance your education and career plans. Please include availability.

APPLICATION SUBMISSION

To submit your application, please email your resume, cover letter, and additional materials to martha@uhhm.org

CONNECT WITH US!

www.UHHM.org for more