

SPECIAL PROJECTS INTERNSHIP

The GRAMMY Museum, a non-profit institution, explores and celebrates the enduring legacies of all forms of music; the creative process; the art and technology of the recording process; and the history of the GRAMMY® Awards.

Internships with The GRAMMY Museum are for one semester and Interns can work up to 20 hours per week.

The role and responsibilities of the Facilities/Operations Intern include the following:

- Collaborating closely with the Exhibit Manager, Curatorial staff, and Project Managers to develop new Museum projects concepts that include: gathering artifacts, creating storylines, and supporting the overall project design.
- Creating databases and spreadsheets to organize images and artifacts for special museum projects.
- Researching, preparing, reporting, and compiling important information that will pertain to the special projects for the Museum's Project Managers.
- Attending and observe design and concept meetings with the project team that will provide valuable information on the project.

The minimum qualifications to be an Intern include the following:

- Currently enrolled at an accredited college or university while pursuing a degree in Art History, Museum Studies, Information Management, or Communications
- Have a GPA of 3.0 or better
- Proficient in Microsoft Office programs
- Ability to multi-task and take initiative
- Posses strong written and oral communication skills
- Strong organizational and research skills
- Ability to interact professionally with diverse groups