About the Nevada Museum of Art
We are a museum of ideas. While building upon our founding collections and values, we cultivate meaningful art and societal experiences, and foster new knowledge in the visual arts by encouraging interdisciplinary investigation. The Nevada Museum of Art serves as a cultural and educational resource for everyone. The Nevada Museum of Art is the only accredited art museum in the state of Nevada. Recognized for following best practices as outlined by the American Association of Museums, the Museum is committed to continuous institutional improvement and change. With accreditation, the Museum joins the ranks of other significant institutions such as the Metropolitan Museum of Art in New York and the San Francisco Museum of Modern Art. Just 5% of all museums in the US earn AAM accreditation.

About the Internship
PR/Social Media Spring 2014 intern. 120 total hours. January 20 through April 30. 5 – 15 hours per week. Normal business hours are Tue-Fri, 8a-5p. However, hours are flexible and may include evenings/weekends.

Required Qualifications
- Strong written and verbal communication and presentation skills
- Must be a self-starter, capable of working in a fast-paced environment, able to anticipate, recognize, and solve problems
- Ability to work with computer programs such as the Microsoft Office Suite

Preferred Qualifications
- Experience with database products
- Bilingual in Spanish
- Art, Education and Communications majors are encouraged

Internship Duties
- Assist with the Museum’s Hands ON! family program
- Identify and promote Museum School classes through web-based resources
- Assist with general organization and maintenance
- Load and fire the kiln (instruction will be provided)
- Assist the curatorial department with art installations
- Field general inquiries from the public by telephone or in person
- Identify prospective artists and organize small-scale informal exhibitions in the Museum School lobby
- Take quality photos of events and classes suitable for posting
- Research and follow other museums, colleges and art galleries and provide recommendations for future course offerings
- General data entry.

$12/hour for 120 hours
Apply by November 14, 2014
Spring Semester 2015
at www.unr.edu/career