



# INTERNSHIPS AT THE READING PUBLIC MUSEUM

500 MUSEUM ROAD, READING, PA 19611

Join us at RPM for an exciting semester where you will get hands-on Museum experience!

*Our Interns Come From a Variety of Backgrounds:*

Art Education  
Arts Administration  
Business Administration & Management  
Elementary Education  
History  
Hospitality Management  
Museum Studies  
Marketing & Communications  
Recreation Services Management  
Secondary Education  
Sports Management



*RPM Interns Can:*

- Develop their communication & design skills with our **Public Relations & Marketing Department**
- Join our **Events Department** in planning and executing fundraisers, family events, weddings, & more
- Lead tours and create & provide programs for guests of all ages with our **Education Department**  
And so much more!



*Where Are Some of Our Interns Now?*

Human Resource Specialist at EnerSys

Back at RPM as an employee 😊

Teaching Full Time

Events Assistant at Vault 634

Events and Marketing Manager at Bellangelo

Winery on Seneca Lake

Events Assistant at Abraham Lincoln Events



For more information or to apply contact: Amanda Machik, Manager of Museum Events

[amanda.machik@readingpublicmuseum.org](mailto:amanda.machik@readingpublicmuseum.org) • 610.371.5850, x257

**Please include application, cover letter, and resume.**



**Public Relations/Marketing/Design Internship**  
**Reading Public Museum**

*The mission of the Reading Public Museum, a dynamic center of lifelong learning and discovery, is to educate, enlighten and engage current and future generations through the collection, preservation and interpretation of objects of art, science and civilization.*

Interns at The Reading Public Museum gain invaluable experience learning alongside museum staff. We are looking for an intern to assist with all aspects of PR and Marketing. As an intern, you will work directly with the Manager of Marketing and Digital Media assist with design, writing, and research.

**Job Description:**

The Reading Public Museum seeks an intern to work for a semester as a member of the Public Relations and Marketing staff. **The primary emphasis of this opportunity will be design, writing, and research.**

Under the supervision of the Manager of Marketing and Digital Media, the intern will:

- collaborate with the Manager of Marketing and Digital Media on the design and production of new promotional materials for the Museum
  - the focus of the 2023 spring internship will be helping to design and market The Museum's annual fundraiser, Dogs & Brews
- prepare press releases on Museum exhibits, events, and programs
- create and design marketing emails
- expand and continually update PR contact mailing list database
- identify new outlets for free and low-cost publicity, with an emphasis on broadening our regional audience into adjacent counties
- help write/edit articles for the Museum's Blog
- identify ways to improve the usefulness of the Museum's website in publicizing The Museum and its programs

In addition to working on these projects, the intern will be involved in the day-to-day operations of a small-shop communications program that includes public relations, advertising, marketing, photojournalistic photography, and a social media presence.

**Requirements and Qualifications:**

- High School Diploma with some course work at a 4-year college or university
- Demonstrate strong communication and interpersonal skills
- Working knowledge of Microsoft Word and Excel
- Displays initiative and a good work ethic
- Conduct themselves professionally and have a positive attitude
- Ability to follow instructions and work independently
- Creative and detail-oriented

**Hours:**

Vary as needed, typically 8-12 per week

## Events Internship Reading Public Museum

*The mission of the Reading Public Museum, a dynamic center of lifelong learning and discovery, is to educate, enlighten and engage current and future generations through the collection, preservation and interpretation of objects of art, science and civilization.*

Interns at The Reading Public Museum gain invaluable experience learning alongside museum staff. We are looking for an intern to assist with all aspects of event planning, including Museum events and rentals. As an events intern, you will work directly with the Manager of Museum Events and the Event Rental Coordinator to plan, support and execute a wide-range of Museum events and programs, as well as Museum rentals. This person will also help assist with some administrative duties as needed. You will become familiar with the various processes of event planning while also learning in a creative and exciting environment.

### **Job Description:**

The Reading Public Museum seeks an intern to work for a semester as a member of the Events staff. **The primary emphasis of this opportunity will be assisting with planning, preparing, and implementing Museum events and assisting with Museum rentals including weddings, rehearsals, and corporate events.**

Under the supervision of the Manager of Museum Events, the intern will:

- collaborate with the Manager of Museum Events on the planning, preparation, and implementation for various Museum events including:
  - Dogs and Brews
  - Summer Kick-Off Day
  - Night at the Museum
- solicit donations for prizes, auction items, coupons, etc. and follow up and pick up items as needed
- assist with event and program preparations including set-up and clean-up, decorating, and assembling treat bags
- expand and continually update event spreadsheets
- help write/edit articles on events for the Museum's Blog
- assist with events and programs as needed, including but not limited to, Dinner Series, Business Breakfasts, and New Member Breakfasts

Under the supervision of the Event Rental Coordinator, the intern will:

- Work with the Event Rental Coordinator to coordinate event logistics
- Event planning, promotion, and on-site execution before, during and after the event, including setup and tear down
- Maintain up-to-date event documents including event timelines and floor plans
- Shadow Event Rentals staff, offer input into projects, will be invited to meetings and walk-throughs, and may be asked to assist other departments as needed
- help write/edit articles on events for the Museum's Blog

### **Requirements and Qualifications:**

- High School Diploma with some course work at a 4-year college or university
- Demonstrate strong communication and interpersonal skills
- Must have a strong interest in event planning
- Late evening and weekend hours will be required
- Previous event volunteer experience a plus
- Working knowledge of Microsoft Word and Excel
- Ability to lift 50 pounds and stand for long periods of time

- Displays initiative and a good work ethic
- Conduct themselves professionally and have a positive attitude
- Ability to follow instructions and work independently
- Creative and detail-oriented
- Reliability and promptness. Student must have reliable transportation to and from The Museum, and must make every effort to commit to the days he/she is schedule to work and arrive on time.

**Hours:**

Vary as needed, typically 8-15 per week

## Education Internship Reading Public Museum

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Interns at The Reading Public Museum gain invaluable experience learning alongside museum staff. We are looking for an intern to assist with all aspects of Museum education. As an intern, you will work directly with the Manager of Education to create opportunities for informal education including student tours, scout workshops, birthday parties, adult education, and more.

### **Job Description:**

The Reading Public Museum seeks an intern to work for a semester as a member of the Education staff. **The primary emphasis of this opportunity will be create opportunities for informal education including student tours, scout workshops, birthday parties, adult education, and more.**

Under the supervision of the Director of Education, the intern will:

- Work with the Education Department to provide various informal educational opportunities including scout programs, birthday parties, student tours, and adult education
- Prepare supplies for educational programs

### **Requirements and Qualifications:**

- Junior or senior in college studying a science (biology, chemistry, physics, earth science, etc), art, art history, history, or elementary education. Others will be considered on a case-by-case basis.
- Demonstrate strong communication and interpersonal skills as well as ability to interact with children at an appropriate level
- Late evening and weekend hours will be required
- Working knowledge of Microsoft Word and Excel
- Ability to lift 50 pounds and stand for long periods of time.
- Displays initiative and a good work ethic
- Conduct themselves professionally and have a positive attitude
- A genuine interest in learning more about working in informal education. Skills learned in this internship will be valuable in classroom settings, as well as informal learning settings such as summer camps, after school programs, and more.
- Ability to follow instructions and work independently
- Reliability and promptness. Student must have reliable transportation to and from The Museum, and must make every effort to commit to the days he/she is schedule to work and arrive on time.
- Willingness to participate in all parts of Education Department responsibilities including but not limited to: leading tours, assisting with scout workshops, prepping supplies for upcoming events, updating science exhibit components, and researching hands-on activities that align with classroom standards as well as Museum exhibits.
- Willingness to learn areas outside your degree program; the Education Department encompasses everything from fossils to mummies to fine art and you will be expected to work in all of these areas.
- *Note: this is NOT a research position. If you are interested in working with our collections, please contact our curatorial department.*

### **Hours:**

Vary as needed, typically 10-20 per week