



The Dalí Museum Internship Program

Internships at The Dalí are seasonal, non-paying positions designed to provide college graduate and undergraduate students, recent graduates and beginning museum professionals with on-the-job museum experience. The program incorporates the opportunity to study the life and work of Salvador Dalí while learning about the inner workings of an art museum. The program also offers a challenging learning experience and promotes awareness of museum careers. Students may be eligible to receive college credit (if applicable).

This program can be designed to work within the student's schedule. Internships typically last for three months in the Fall and Spring starting in September and January, and 10 weeks in the Summer, starting in June. Internships typically require at least two-days/week or a 10-15-hour commitment. The following departments are currently accepting applications:

- Development
- Education
- Marketing
- Graphic Design (Marketing)
- Innovation Programming
- Visitor Experience
- Library & Archival Studies
- Video Production & Editing

Eligibility

The Dalí Museum accepts applications from both undergraduate and graduate students, as well as recent graduates and beginning museum professionals.

Application Process

Each applicant may apply for up to two internship sessions on the same application. Please submit the following materials in your application:

1. **One recommendation** from college professor or professional employer. These recommendations may be submitted separately from your application based on the preferences of the recommender.
2. A current **resume**.
3. An updated unofficial **academic transcript**, if pursuing academic credit.

All materials must be received by the following dates:

Fall Internship: **July 1**

Spring Internship: **November 1**

Summer Internship: **March 1**

Selection Process

Applicants will receive notification of the receipt of their complete application within two weeks of the submission deadline. Finalists will be contacted for interviews within approximately one month of the submission deadline. Applicants will be notified of final decisions within one month of the submission deadline.

The number and frequency of internships available varies from department to department. A department may be unable to offer an internship for a particular semester even after an opening has been posted online. You will be notified if your chosen department is not able to offer an internship.

Development Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Development Internship candidates should possess:

- Interest in donor relations
- Experience with Microsoft Office (Word, PowerPoint and Excel) & Outlook
- Strong communication and writing skills

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Fundraising events
- Networking and other donor cultivation events
- Special projects assistance
- Documentation and database management

Marketing Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Marketing Internship candidates should have an understanding of:

- Principals of marketing, advertising and/or public relations
- Digital marketing including social media
- Microsoft Office (Word, PowerPoint and Excel) & Outlook

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Integrated marketing campaigns including digital/social media
- Research and insights
- Public relations
- Events

Innovation Labs Internship

Find information about the Innovation Labs at The Dali [here](#).

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Innovation Programming Internship candidates should have understanding of:

- Presentation and public speaking
- Microsoft Office (Word, PowerPoint and Excel) & Outlook
- Social Media content development

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Event planning and execution for Innovation Labs Programs
- Project management and scheduling
- Research for Innovation Labs program
- Development and distribution of digital & printed communication pieces

Visitor Experience Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Visitor Experience Internship candidates should have understanding of:

- Microsoft Office (Word, PowerPoint and Excel) & Outlook
- Customer service, interpersonal skills
- Presentation and public speaking

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Research concerning trends in visitor experience
- Interface with executive-level committees
- Project management and scheduling
- Project planning and research of volunteer program
- Development and distribution of digital & printed communication pieces

Education Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Education Internship candidates should have understanding of:

- Presentation and public speaking
- Microsoft Office (Word, PowerPoint and Excel) & Outlook
- Social Media content development

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Museum education programs and events
- Program documentation
- Exhibit research
- Exhibition installation
- Event/program promotion (includes social media, flyer distributions, etc.)

Graphic Design Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Graphic Design Internship candidates should have understanding of:

- Graphic design + provide work samples or digital portfolio
- Experience in Adobe InDesign, Photoshop and Illustrator
- Principals of marketing and advertising
- Microsoft Office (Word, PowerPoint and Excel) & Outlook

Responsibilities:

The internship may provide opportunities to create digital design, wayfinding/spatial design, Out-of-home (billboards, etc.) or print communications for:

- The Museum brand
- External advertising
- Exhibitions & events
- Programs hosted by the Museum
- Communication and visual assistance for all internal departments

Library & Archives Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Library & Archive Internship candidates should have understanding of:

- Database management
- Research & writing
- Website content development
- Microsoft Office (Word, PowerPoint and Excel) & Outlook

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Image processing, digitization and organization
- Research and archiving
- Writing & creating digital collection descriptions
- Library guide development
- Content for website
- Indexing and/or tagging

Video Production & Editing Internship

Available: Fall, Spring and Summer

Time Commitment: One semester (3 months for Fall and Spring; 10 weeks for Summer). Candidates are requested to be available 10-15 hours a week on a pre-determined schedule. Schedules are negotiable but are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements:

Video Production & Editing Internship candidates should have understanding of:

- Techniques in video/audio recording
- Basic video archiving procedures
- Intermediate to advanced techniques in video editing
- Adobe Video Editing Software Suite
- Microsoft Office (Word, PowerPoint and Excel) & Outlook
- It is also preferred for applicants to have access to a laptop with Premier Pro editing software

Responsibilities:

The internship may provide training on and an opportunity to assist with:

- Creation of video and/or audio recordings
- Video and audio editing projects
- Storage & organization of video & audio material
- Publishing of content to social media platforms