

MFAH Internship/Fellowship Description

Intern/Fellow Title: Survey Research Intern

Academic Level: Undergraduate

Supervisor: Joy Zhou

Department: Membership and Guest Services

Dates of Internship/Fellowship Term: June 3-August 9, 2019

Project Overview:

- Co-construct a research project, by implementing HappyOrNot kiosks, within the context of membership/guest services.
- Analyze available data including multiple years of pre/post exhibition/event surveys
- Collect quantitative and qualitative data from museum guests
- Write audience research case studies and reports that can be shared with Museum managers.
- Influence the Museum's membership/guest service long-term research strategy

Learning Goals and Objectives:

- Conduct quantitative research on survey topics
- Plan and design research project
- Coordinate the work of survey interviewers and data collectors
- Account for and solve problems caused by non-respondents or other sampling issues
- Analyze data using statistical software SPSS and techniques
- Evaluate surveys, methods, and performance and write research report

Skills, Knowledge and Abilities:

- Excellent writing skill and interpersonal skills
- Experience designing and managing a research project
- Familiarity with MS office and Mobile devices (iPad or laptop)
- Must possess a friendly and outgoing personality.
- Bilingual Spanish and English speakers encouraged to apply.
- Background in Business preferred.
- Experience working in sales a plus.
- Interested in Arts

Education and Eligibility

MFAH Internship/Fellowship Description

- Undergraduate level: Students currently enrolled in an undergraduate program or who recently completed (within one year) a Bachelor's degree are eligible for this opportunity.

Anticipated Schedule:

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 3 and should be completed by Friday, August 9, 2019. *If necessary, hours/days missed can be made up by Friday, August 23, 2019.*
- Monday through Friday, 9 to 5 pm (with hour-long lunch).
- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Interns and fellows have the opportunity to participate in professional development sessions organized by staff in the Department of Learning and Interpretation during the first week of the summer term and during regular "brown bag" lunches scheduled throughout the summer. During these professional development opportunities, MFAH interns and fellows convene to learn about different aspects of museum careers and the MFAH's operations.

Academic Credit Internship (no stipend):

- **Academic Credit:** Students wishing to earn academic credit are responsible for ensuring all necessary paperwork is complete with your college/university. If MFAH personnel (University Programs Specialist and/or Intern/Fellow Supervisor) must complete paperwork (verify time-logs, evaluation, etc.), it is your responsibility to bring the paperwork to the MFAH's attention. Additionally, your college/university may have fewer or greater requirements for academic credit. If fewer requirements, you acknowledge the need to abide by the MFAH's requirements. If greater requirements, you acknowledge the need to inform the MFAH, and you understand the MFAH may or may not guarantee compliance with requirements of other institutions.
- This internship opportunity does NOT provide a stipend, and you acknowledge the internship will not constitute employment and no stipend will be provided.

Application Instructions and Deadline:

Please submit the following materials to interns@mfa.org.

- Application Form
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé/CV

When submitting application materials, please include the name of the internship or fellowship, in the subject line of your email. The deadline for applications for the MFAH Summer 2019 Internship and Fellowship program is **Monday, March 25, 2019**.