

Seattle Art Museum

Unpaid Intern Position Description

Title: Public Programs Intern

Department/Location: Education / SAM Downtown

Staff Mentor: Public Programs Coordinator.

Learning Objectives: The Public Programs Department seeks an intern to assist with development, administration, and implementation of SAM's public programs. The programs include lectures, performances, and gallery tours. Through this position, the intern will experience the full process involved in creating and implementing museum programs, including speaker and subject selection, collaborating with local organizations, and administrative support.

Intern Tasks:

- Assist with the selection and scheduling of speakers for the "My Favorite Things: Highly Public Tours" monthly program.
- Programmatic research and outreach in relation to *Figuring History: Robert Colescott, Kerry James Marshall, Mickalene Thomas, SAM Remix*, performances, guest speakers, and other programming
- Coordinate and oversee "My Favorite Things" tours at SAM Remix
- Support first Thursday art making activity during *Figuring History: Robert Colescott, Kerry James Marshall, Mickalene Thomas*
- Filing, database/website maintenance, and other administrative support
- Flexible schedule within M–F, 9–5 office hours; 10-12 hours per week; must be able to assist with "My Favorite Things" tours and art making activities on select Thursday evenings from 6:00-7:30 p.m., *Legendary Children* on April 14, and SAM Remix on Friday, March 30 (8:00 p.m.-midnight).

Qualifications:

- Ability to work with staff and volunteers in a professional manner in a variety of tasks
- Excellent communication skills
- Basic filing, typing and computer skills
- Ability to ask for help and accept supervision and evaluation of your work
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet

Physical Requirements:

- Manual dexterity
- Ability to lift up to 20 pounds

Education:

- B.A. in progress or completed.
- Demonstrated interest in art history, education, communications and/or arts administration, and interdisciplinary collaboration.

Training:

- General SAM orientation provided by Volunteer Department
- On-the-job training will be provided, as needed.

APPLICATION PROCESS:

Submit via mail or email

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation

Mail: Manager of Volunteer Programs
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: volunteer@seattleartmuseum.org