

Seattle Art Museum Unpaid Internship Description

Title: School & Educator Programs Intern

Department/Location: Education

Staff Mentor: Museum Educator, School & Educator Programs

Learning Objectives: The intern will create and manage resources for educators, students and families and support teaching artists in summer drop-in programs. The intern will:

- Practice cultural competency when teaching and writing about objects and exhibitions spanning time and place.
- Work with a variety of audiences in an informal learning setting.
- Hone writing skills for in-gallery and art studio lesson plans.
- Apply art historical research and make topics relevant for diverse audiences.
- Support logistics related to summer programming for families and educators.

The intern will also assist in SAM's new Education Resource Center helping connect educators and families to resources for art and object learning experiences at SAM and in the classroom. The intern will:

- Support individual learning at SAM for families and students by providing excellent customer service, including training on library reference best practices to a variety of audiences.
- Gain knowledge of library procedures, including registering new borrowers, circulating materials, and basic collection care.
- Participate in joint School & Educator and Teen, Family, and Multigenerational Programs meetings to assess effectiveness and quality of center services.

Intern Tasks:

- Research objects in SAM's permanent collection and works in upcoming special exhibitions.
- Consult and collaborate with staff in education departments.
- Assist in the Education Resource Center for at least 4 hours a week, including providing reference to patrons, registering new borrowers, circulating materials, maintaining the collection, and supporting volunteers.
- Participate in monthly Education Resource Center and weekly department meetings.
- Assist School & Educator staff with auxiliary projects as needed.
- Expected time commitment: 12 hours per week, June-August 2018, must be available 10 am-2 pm Saturdays and Sundays

Qualifications:

- Strong computer skills.
- Strong writing and research skills.
- Basic pedagogical knowledge; experience working with children a plus.
- Basic art-making experience; knowledge of photographic and printmaking processes a plus.
- Ability to work with visitors, staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.

- 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:

- Enrolled in a bachelor's program, or equivalent experience.
- Demonstrated interest in art, art history, education, and/or library sciences.

APPLICATION PROCESS:

Submit via mail or email

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

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org