

Seattle Art Museum Unpaid Internship Description

Title: Teen Programs Intern (unpaid)

Department/Location: Education (Teen, Family and Multigenerational Programs) / SAM Downtown

Staff Mentor: Museum Educator for Teen, Family and Multigenerational Programs + Senior Manager for Teen, Family and Multigenerational Learning

Learning Objectives:

Assist with development, administration, and partnerships for SAM's Teen Programs including Teen Night Out, SAM's Teen Arts Group (TAG) and Teen Art Lab workshops. Interns will experience the full process involved in creating and implementing museum programs, including assisting with the programming for a wide-range of events, collaborating with local organizations, learning how to develop and lead gallery tours, and administrative support.

Intern Tasks:

- Assist with the development of art activities and gallery tours for Teen Programs.
- Assist with the Teen Arts Group meetings each Thursday.
- Act as event staff for major community events at the Museum including Teen Night Out and other on-site and off-site outreach events
- Filing and other administrative support

Qualifications:

- Strong computer skills.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers, and public.
- Attention to detail and ability to follow library procedures and policies.
- Ability to ask for work independently, as well as ask help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.
- Excellent communication skills
- Experience with filing, typing and computer skills.
- Timeliness and attention-to-detail
- Experience working with diverse age-groups especially children, teens, college students and senior citizens

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds

Education:

- High School diploma required. Three years of undergraduate work preferred.
- Demonstrated interest in studio art, community organizing, student leadership, non-profits, social services, communications and/or arts administration.

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