

Samuel P. Harn Museum of Art

Project Description Form

Staff contact name: Eric Segal

Title of Internship: Academic Programming Research Intern

Department: Education

Brief Description of Internship: The intern will work directly with the Education Curator of Academic Programs to research and develop innovative projects in support of our mission to build ties between the museum and other academic units on campus.

ONGOING Intern Project – offered every term

Hours per week: 10

Specific Duties: This intern will undertake a variety of critical activities in support of the mission of Academic Programs to foster connections between the Harn museum and the university. Specific activities will include library and internet research on background issues (for example, looking into interdisciplinary projects between the arts and sciences); compiling information about UF faculty and courses; helping to create and shape efforts to reach students across campus, retrieving library materials at campus library. The intern will be encouraged to bring forth her/his ideas for projects connect the campus art museum can with UF students, staff and faculty.

Qualifications needed:

- Any major.
- Strong research, writing and organizational.
- Computer proficiency with Microsoft Office and research via internet.
- Dependable and punctual, professional appearance.
- Creative thinking *and* attention to details involved in developing ideas.
- Available 10 hours/weekly during museum hours (8am – 5pm).

Objectives for intern:

- Continue to develop research and organizational skills.
- Gain in-depth knowledge of the structure and diverse activities of a complex corporation (the University of Florida).
- To develop insight into balancing creative conception and practical application.
- Gain professional career experience broadly applicable to many industries.
- To develop strong work-place skills and habits common to corporate environments.
- To develop insights into the workings of the museum, and non-profits in general.