Samuel P. Harn Museum of Art
Intern Project Description Form

Staff Contact name: Elizabeth King, Visitor Engagement and Volunteer Coordinator

Department: Education

Title of Internship: Public Programs Intern – Fall 2017
Application deadline for Public Programs – Thursday, June 15th, 2017

Brief Description of the Internship and Responsibilities: This intern will work with the Visitor Engagement and Volunteer Coordinator on the following projects:

- **Family Days:**
  - Brainstorm, research, develop and implement art-making opportunities for Harn Family Days, exhibition-focused programs for children ages 5 – 11 and their caregivers.
  - Through the Family Day planning process, gain an in-depth understanding of the exhibitions *The Same But Different, Becoming a Woman in the Age of Enlightenment: French Art from the Horvitz Collection, History, Labor, Life: The Prints of Jacob Lawrence* and *Vast: Sea Salt Sand Sky – Photographs by Joni Sternbach*
  - Create instruction guides for program volunteers and manage volunteers during two Family Day programs.
  - Must be available on Saturday, September 23 and Saturday, November 4, 10 am – 5 pm.

- **Adult Programs:** Actively participate in meetings and email communications in support of public programs geared toward an adult and university student audience, including gallery talks, lectures, performances and Museum Nights. Identify potential campus and community partners; coordinate program logistics; and develop targeted marketing plans. Follow existing templates in the planning process, and identify new resources to benefit the planning of public programs at the museum.

- **Readings:** Read print and online texts that detail best practices and new findings in public programs, evaluation, art interpretation and visitor engagement.

- **Other duties as assigned.**

Hours per week: 8 - 10 (During museum office hours: M-F 8am – 5pm, to include the above Saturdays)

Qualifications Needed:
- Coursework or experience in art history, studio art, community program development, and/or education (early childhood, elementary, art and/or museum education)
- Professional correspondence and strong verbal and written communication skills appropriate in representing the museum
- Research and creative problem solving skills
- Professional attire and appearance, dependable and punctual
- Must be enthusiastic about art, learning, effective communication and creating an accessible environment for all visitors

Learning Objectives for the Intern:
- Gain professional experience in museum practices and an understanding of the role of museum education and how it fits within larger programs and goals
- Gain program development and implementation skills
- Improve public speaking, visitor service, volunteer management and research and writing skills
- Develop skills in facilitating engaging and enjoyable art-centered opportunities for families with children of all ages
- Develop a personal portfolio of projects and a strong resume