

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