Staff Contact name: Elizabeth King, Visitor Engagement and Volunteer Coordinator
Department: Education
Title of Internship: Adult and Family Programs Intern

Description of Internship: This intern will work with the Visitor Engagement and Volunteer Coordinator on the following projects and must be available for the dates and times listed:

- **Family Day**: Develop and implement art-making opportunities inspired by the current Harn exhibition *Elusive Spirits: African Masquerades* for Family Day, a program for children ages 5 to 11 and their caregivers, on Saturday, June 11, 11am – 5 pm.
- **Program Planning**: Participate in planning meetings for both adult and family programs specific to diverse upcoming exhibitions and taking place during Fall 2016. The intern will develop one or more exhibition-related program(s) with guidance. Responsibilities will include exhibition research; coordinating logistics, volunteer needs and community partner involvement; and developing a targeted marketing plan.
- **First Year Florida**: Assist with the development of peer-led learning opportunities and response activities for up to 500 first year students during a Museum Nights. Must be available on Thursday, July 14 from 5 – 9 p.m.
- Other duties as assigned.

The intern’s work will support key goals of the museum: to foster a sense of belonging and ownership of the museum, and to expand and deepen strategic collaborations by involving university and community partners.

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

**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** (what will the student learn from this experience?):

- 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, research and writing skills
- Develop skills in facilitating engaging, age-appropriate and enjoyable art-centered opportunities
- Develop a personal portfolio of projects and a strong resume