

# Samuel P. Harn Museum of Art

## Intern Project Description Form

**Staff Contact Name:** Deborah Bednarz, Human Resources Manager

**Department:** Human Resources

**Date needed and duration:** 3 interns for Fall 2018 & Spring 2019 (This project is expected to require 2 terms for completion; commitment to both terms is preferable, but not required.)

**Brief Description of Internship:** The Human Resources Intern will work closely with the Human Resources Manager and Director of Finance and Operations to develop an employee training and orientation program through the use of IT resources. This developed training presentation will be made available to Harn employees online through a website portal, intranet, or special drive. The intern will research methods that optimize the delivery of material to employees at various stages of their employment with the Harn Museum of Art, including but not limited to new employee orientations and routine training for professional development. The intern will develop a plan to realize tangible outcomes and products, test the end product, go live and then evaluate the product.

**Hours per week:** 10 to 13 hours per week; available during museum business hours: M – F, 8 am – 5 pm

### Specific duties:

- Conducting project research
- Developing a plan to create an employee orientation and training presentation
- Implementing the plan
  - Finding and utilizing campus and other resources to realize goals
  - Developing scripts for video development
- Testing the end product and publishing it
- Evaluating the end product

### Qualifications needed:

- Willingness to learn new methods and systems
- Ability to work collaboratively with other interns and staff
- Excellent research and communication (verbal, written, and digital) skills
- Highly motivated and creative individual
- Proficiency with cameras, recording devices, videography

### Learning Objectives for Intern:

- Gain professional experience in human resources
- Gain knowledge of Human Resources training applications and their organizational impact
- Gain knowledge and experience in product methodologies, planning strategies, and product realization from creation through development
- Develop professional interpersonal skills
- Enhance written communication that emphasizes independent study, learning, and self-study

### Outcome

- Finished training products