

# Samuel P. Harn Museum of Art

## Intern Project Description

**Title of Internship:** MUSE + Bishop Study Center Innovator

**Staff Supervisor:** Errol Nelson, Student Engagement Manager

**Department:** Education

**Duration:** Summer C Semester 2025 | Hours per week: 10 (This can be expanded if required for credit through your academic unit)

**Award:** Supported by the Jacqueline Friel Fund, this internship position comes with a \$2500 stipend. This scholarship/award may impact on your financial aid. Contact the financial aid office to determine any such impact, as the award money will be disbursed directly to UF's Office for Student Financial Affairs. You can visit their office in Criser Hall or call 352.392.1275.

### Cover Letter Requirements and Recommenders:

- In your cover letter (1 page), please describe your experiences or potential for establishing connections between collections research and audience engagement.
- Please add a few sentences that address your familiarity with Adobe Creative Suite, InDesign, or similar programs to complete “key responsibility 2” (below).
- I am particularly interested in recruiting an intern who desires to work on audience engagement and building tour content.

### Required Availability:

- Wednesdays 3pm to 5pm
- Full availability for the following dates:
  - Weekdays June 30, July 1-3, 2025
  - July 5, 2025, from 8 AM to 5 PM
  - August 4, 5, 6, 2025
- Available for these Museum Nights events (6-9 PM):
  - May 8, 2025
  - June 12, 2025
  - July 10, 2025

**Brief Description of Internship:** The intern will work directly with the Student Engagement Manager and Docents to develop innovative projects and Museum Night tours that build connections between the campus, the Harn Museum, and the Museum University Student Educators (MUSEs)—a volunteer student group. They will conduct meetings and assume a leadership role for the Harn MUSEs, cultivating vital leadership and team-building abilities. Drawing from the museum's collections and exhibitions, the intern will make critical connections to student and visitor audiences.



## Key Responsibilities:

1. **Team Management and Professional Development**
  - Manage a team of MUSEs to ensure effective conception, collaboration, and execution of hands-on activities during the monthly Museum Nights programming.
  - Participate in professional development activities including weekly supervisor meetings, readings on introductory museum literature, and collaboration with our [Docent Program](#).
2. **Educational and Engagement Materials Creation:**
  - Collaborate with other team members to design and implement educational programs and activities.
  - Create various didactic materials based on the museum's collection to inspire audience engagement.
  - Develop conversation cards (like "Apples to Apples") to facilitate engaging, accessible, and lively discussions among museum visitors about the Harn's permanent collection.
3. **Event Curation:**
  - Actively participate in the planning and curation of the "Creative Gator" summer program, scheduled for Saturday, July 5, 2025, around themes of sustainability in the environment and cultural sustainability broadly.

**Eligibility:** Applicants must be registered students *currently* enrolled in for-credit coursework, as this internship is designed to be a co-curricular experience that complements their academic studies. All majors are welcome, with a strong preference for advanced undergraduates and those interested in humanities-based curriculum design career opportunities. For questions regarding eligibility or qualifications, please contact Errol Nelson at [enelson@harn.ufl.edu](mailto:enelson@harn.ufl.edu).

Please ensure you meet the availability needs of the internship before applying.

## Skills and Qualifications:

- Proficiency in Microsoft Office and Adobe Creative Suite or similar programs
- Strong leadership, research, writing, public speaking, communication, and organizational skills (or the desire to improve these skills)
- Dependable and punctual
- Creative thinking and attention to detail in the development and implementation of ideas
- Available for a minimum of 10 hours per week during museum operating hours (8 AM-5 PM) Monday-Friday (can be modified for course credit if necessary) and additional dates listed. The ability to "flex hours" is available: if you work on Saturday for a program, the total time would become off hours during the next assigned hours.