

Harn Museum of Art Intern Project Description

Title of Internship: Educational Research + MUSE Leader

Staff Supervisor: Errol Nelson, Student Engagement Manager

Department: Education

Duration: Summer Semester 2026 | **Hours per week:** 10

Award: Supported by the Jacqueline Friel Fund, this internship position comes with a \$2500 stipend. This scholarship/award may impact your financial aid. Contact the financial aid office to determine any such impact, as 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.

Brief Description of Internship: The intern will work closely with the Student Engagement Manager and Curator of Academic Programs to research and develop innovative projects to expand future department programs. (It is important to note that these programs may be piloted during the internship at Museum Nights, but full-scale projects may be implemented at a later date.)

The selected candidate will build ties between Harn and the Museum University Student Educators (MUSES), a volunteer student group. They will conduct meetings and assume a leadership role for the Harn MUSES to cultivate vital leadership and team-building abilities.

The prospective intern will undertake professional and academic development opportunities during their internship through mentorship and weekly meetings, readings, and discussions with their supervisor.

A five-to-seven-page (maximum) writing sample of research will be required.

Specific Duties:

- MUSE Leadership – Coordinate student volunteer group to create hands-on activities and engagement.
- Program development research – Intern will work with Student Engagement Manager and Curator of Academic Programs and to research current educational imperatives in the museum field, develop lesson plans and technical instructions for execution of future programs.

In your cover letter, please address your availability, provide examples or address your thoughts on community building, your leadership style, and *original* research experience you have. Your letter of recommendation should address your potential to research and

work towards producing museum-level quality educational programs and speak to your ability to lead your peers in the MUSE program.

Qualifications Needed:

- Eligibility - Applicants must be active students (enrolled in at least one credit hour), as this internship is designed to be a co-curricular experience that complements their academic studies. All majors are welcome to apply. Education majors, leadership focused majors, former MUSE participants, and advanced undergraduate students and graduate students are particularly encouraged to apply. If you have questions regarding eligibility, please reach out to me at enelson@harn.ufl.edu
- **Available to meet each Wednesday 3:30-5 pm** at the museum and organize a weekly Zoom meeting based on student group's availability if needed
- Available for these Museum Nights events (6-9 pm): Thursday, June 11; Thursday, July 9. Availability for Thursday, August 13 preferred.
- Strong research, leadership, writing, communication, and organizational skills (or the desire to build these skills)
- **A (minimum) five-to-seven-page (maximum) writing sample of your best research will be required. Examples may include a well-edited final paper, conference presentation, etc.**
- Computer proficiency with Microsoft Office and research via the internet and academic resources.
- Dependable and punctual
- Creative thinking *and* attention to detail involved 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. This can be modified to add hours if necessary to receive course credit.

Learning Objectives for Intern:

- Continue to develop leadership, research, interpretative, communication, and organizational skills.
- Create a portfolio of educational programs led and documentation of the MUSE program.

- Develop a museum teaching practice
- Gain in-depth knowledge & insight into museum institutions and non-profit workplaces.
- Develop insight into balancing creative conception and practical application.
- Gain professional career experience broadly applicable to many industries. The intern will develop strong workplace skills and habits common to corporate and academic environments