

Studio Teaching Intern

Work closely with Joslyn's Studio Programs Manager, assisting and implementing art-making lessons designed to complement school group tours and aid in the development of future studio programming.

Major Duties: Assist/implement art making lessons designed to complement school group tours; facilitate art-making activities for special public events; aid in the development and implementation of future studio programming and lessons.

Minimum Qualifications: Strong background in art history or studio art; interest in art education; second year college or sophomore academic standing.

Preferred Qualifications: Previous experience in teaching or coaching situations; experience working with a variety of art mediums: completed ongoing college coursework relating to childhood development and/or education.

Scott EdTech Gallery Intern

Responsible for staffing the EdTech Gallery Help Desk, answering questions, and assisting patrons with a variety of educational resources, including computers, books, and family Art Packs. Assists in the development of educational materials and visitor resources.

Major Duties: Assist visitors with a variety of educational resources and research; give clear and concise instructions when checking out resources such as Art Packs; become conversant regarding all components of the EdTech Gallery and the Teacher Resource Center, as well as current Museum exhibitions, events, and programs, in order to best serve the Museum visitor; assist with evaluation of EdTech Gallery components by noting observations; keep the EdTech Gallery well organized and user friendly by neatly shelving EdTech Gallery books and dusting bookshelves; restock Art Packs upon their return and perform any necessary repairs; become familiar with inventory of books, games, and other EdTech Gallery items; check out videos/DVDs to educators, docents, and Joslyn staff; assist in preparation of new and updated materials for the EdTech Gallery; additional tasks as required.

Minimum Qualifications: Excellent communication skills and attention to detail; strong reliability and initiative; well-organized and flexible; proficient in Microsoft Word, Excel, and Publisher; some knowledge of Fine Art, Art Education and/or Art History.

Preferred Qualifications: Experience working with all age groups, youth to senior; customer service experience; pursuing Bachelor's degree with strong background in Art History, Education, and/or Fine Arts; experience working in Adobe InDesign and PhotoShop.

Interpretive Media Intern

Responsible for shelving Teacher Resource Center materials; researching and cataloging new materials; and researching and adding new interactive web sites to the computers in the EdTech Gallery.

Major Duties: Catalog and shelve books, reproductions, teaching posters, curriculum kits, and other Teacher Resource Center items according to Joslyn's custom cataloging system; become familiar with inventory of books, reproductions, teaching posters, curriculum kits, and other Teacher Resource Center materials; check out materials to educators, docents, and Joslyn staff; research new materials to add to collection; keep the Teacher Resource Center well organized and user friendly by neatly shelving the loanable materials and dusting bookshelves; create "housing" for some 3-D objects to ensure their safety; assist in preparation of materials for Thursdays for Teachers; additional tasks as required.

Minimum Qualifications: Excellent communication skills and attention to detail; well-organized and flexible; strong reliability and initiative; knowledge of and interest in art history or library science; pursuing degree in arts, library science, or education fields.

Preferred Qualifications: Previous library experience; experience cataloging and/or cataloging software (Library Solutions software knowledge or experience a plus); an understanding of the MARC code; pursuing Bachelor's degree with strong background in art history, education, and /or fine arts.

Development/Membership Intern

Works alongside Development and Membership staff attending to all details that help keep the Membership process running smoothly. Position provides basic training in Raiser's Edge, one of the leading systems for information and donor management.

Major Duties: Membership renewal process and preparing membership mailings; maintenance and entry of donor information into Raiser's Edge; researching and gathering information on prospective and current donors; assistance with implementation of the business membership drive; preparation for committee meetings; assistance with special events; clerical assistance such as filing and photo copying; special projects as assigned.

Minimum Qualifications: High School diploma and some college experience; computer proficient in Microsoft Office including Word, Excel, and PowerPoint, and desktop publishing; must be detail and service oriented.

Preferred Qualifications: Passionate about fine or visual arts; seeking experience in the

non-profit management world; willing to expand skills and resume; well organized and proactive; willing to dedicate time and talents for the Museum.

Joslyn's Hitchcock Museum Shop Intern

Participates in all museum shop responsibilities, assisting with routine sales, inventory, and activities related to special events while interacting with patrons and other Museum departments.

Major Duties: Opening and closing the shop; opening and closing the cash registers, including reconciling daily sales and balancing shop deposits; merchandising; inventory control; processing incoming and outgoing shipments; processing new merchandise, pricing; assisting with Museum Shop sales gallery, special exhibition merchandise, and product development; attending events meetings; and assisting with web sales.

Minimum Qualifications: Interest in retail management; enjoy working with the public; able to stand or walk for extended periods of time; able to lift at least 35 lbs.; willing to learn Joslyn's point of sale system. Requires professional standards related to dress, grooming, and communication skills.