

## JOSLYN ART MUSEUM INTERNSHIPS

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### **ARTS EDUCATION INTERN** with the Joslyn's Kent Bellows Mentoring Program (33rd & Leavenworth St.)

Reports to Kent Bellows Mentoring Program Manager

Hours: 3-6 hours weekly during fall, spring, or summer semesters (Tue.-Sat., 2-6 pm)

Compensation: Unpaid internship. College credit may be arranged.

Note: Requires successful completion of a background check.

Major duties include, but are not limited to:

- Serving as a positive role model for youth (encouraging them to research their future plans, informing them about colleges, etc.)
- Attending and participating in mentor meetings
- Communicating effectively and consistently with mentors and the staff regarding suggestions, questions, issues with students or staff, and opportunities for program growth
- Working with mentors and staff to assist during some specific class times or on-site study field trips
- Assisting with class preparation
- Supporting general maintenance/cleanliness of materials and studio
- Aiding students in preparation of gallery space for final exhibition
- Organizing and completing projects for student outreach/publicity
- Entering student information into computer database

Minimum qualifications: Junior or senior in college, excellent communication skills, strong reliability and initiative, flexible. Some knowledge of studio art and/or art education. Preferred qualifications: Experience working with teens in a teaching or coaching capacity. Majoring (or strong background) in fine art or art education.

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### **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.

Hours: 3-10 hours weekly during fall, spring, or summer semesters (Mon.-Fri., 9 am-4 pm)

Compensation: Unpaid internship. College credit may be arranged.

Major duties include, but are not limited to:

- 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
- 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; 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.

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## SCOTT EDTECH GALLERY INTERN

Reports to Youth & Families Program Manager

Hours: 3-10 hours weekly during spring, fall, or summer semester (Tue.-Fri., 10 am-4 pm)

Compensation: Unpaid internship. College credit may be arranged.

Note: Requires successful completion of a background check.

Major duties include, but are not limited to:

- Assist visitors with a variety of educational resources
- give clear and concise instructions when checking out resources such as Art Packs and iPods
- 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 books and dusting bookshelves
- restock Art Packs upon their return and perform any necessary repairs
- become familiar with inventory of books, games, and iPad apps
- check out videos/DVDs to educators, docents, and Joslyn staff
- assist in preparation of new and updated materials for the EdTech Gallery

Minimum Qualifications: Excellent communication skills and attention to detail; strong reliability and initiative; well-organized and flexible; some knowledge of fine art, art education and/or art history. Preferred Qualifications: Experience working with various age groups, youth to senior; customer service experience; pursuing Bachelor's degree with strong background in art history, education, and/or fine arts.

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## STUDIO INSTRUCTOR INTERN

Reports to Studio Programs Manager

Hours: 3-10 hours weekly, during spring or fall semester (Tue-Thur, 9:15 am-12:15 pm)

Compensation: Unpaid internship. College credit may be arranged.

Note: Requires successful completion of a background check.

Major duties include, but are not limited to:

- Help prepare and maintain studio space and supplies for school group workshops.
- Observe and aid instructor in studio workshops that complement gallery tours, for K-5 students.
- Lead K-5 school groups in tour-related art-making workshops.
- Assist in development of new tour/art-making plans.

Minimum qualifications: Junior or senior in college, excellent communication skills, strong reliability and initiative, flexible. Some knowledge of studio art and/or art education. Preferred qualifications: Experience working with children in a teaching or coaching capacity. Majoring (or strong background) in fine art or art education.