

# Samuel P. Harn Museum of Art

## Intern Project Description

**Staff contact name:** Elizabeth King, Visitor Engagement and Volunteer Coordinator

**Title of Internship:** Public Programs Intern – Spring 2018

**Department:** Education

**Brief Description of Internship:** This intern will work with the Visitor Engagement and Volunteer Coordinator on all or a portion of the following projects, depending on experience, interests, goals and program needs:

- Family Days:
  - Research, develop and implement art-making opportunities for Harn Family Days, exhibition-focused programs for children ages 5 – 11 and their caregivers.
  - Through the Family Day planning process, gain an in-depth understanding of select Harn exhibitions and works of art.
  - Create instruction guides for program volunteers and manage volunteers.
  - Must be available on Saturday, January 27 and Saturday, April 14, 11 a.m. – 4 p.m.
- Harn Museum of Dance and Access Art: Touch Tours: Help coordinate logistics for these collaborative programs (dates TBD)
- Adult Programs: Actively participate in meetings and email communications in support of public programs geared toward an adult and university student audience. Identify potential campus and community partners; coordinate program logistics; and develop targeted marketing plans. Follow existing templates in the planning process, and identify new resources to benefit the planning of public programs at the museum.
- Readings: Read print and online texts that detail best practices and new findings in public programs, evaluation, art interpretation and visitor engagement.
- Other duties as assigned.

**Hours per week:** 10 (During museum office hours: M-F 8am – 5pm, to include the above weekend dates)

### Qualifications Needed:

- Coursework or experience in art history, studio art, community program development, and/or education (early childhood, elementary, art and/or museum education)
- Professional correspondence and strong verbal and written communication skills appropriate in representing the museum
- Research and creative problem solving skills
- Professional attire and appearance, dependable and punctual
- Must be enthusiastic about art, learning, effective communication and creating an accessible environment for all visitors

### Learning Objectives for the Intern (what will the student learn from this experience?):

- Gain professional experience in museum practices and an understanding of the role of museum education and how it fits within larger programs and goals
- Gain program development and implementation skills
- Improve public speaking, visitor service, volunteer management and research and writing skills
- Develop skills in facilitating engaging and enjoyable art-centered opportunities for families with children of all ages
- Develop a personal portfolio of projects and a strong resume