

Seattle Art Museum

Unpaid Intern Position Description

Title: Public Programs Intern

Department/Location: Education / SAM Downtown

Staff Supervisor: Public Programs Coordinator

Purpose and Goals: The Public Programs Department seeks an intern to assist with development, administration, and implementation of SAM's public programs. The programs include lectures, performances, and gallery tours. Through this position, the intern will experience the full process involved in creating and implementing museum programs, including speaker and subject selection, collaborating with local organizations, and administrative support. Flexible schedule within M–F, 9–5 office hours; 10-12 hours per week; must be able to assist with “My Favorite Things” tours on select Thursday evenings from 6:00-7:30 pm, the *Peacock in the Desert: The Royal Arts of Jodhpur, India* community opening celebration on Thursday, October 18 (5:00 pm-9:00), and SAM Remix on Friday, November 9 (8:00 p.m.-midnight).

Duties & Responsibilities:

- Assist with the selection and scheduling of speakers for the “My Favorite Things: Public Tours” monthly program.
- Programmatic research and outreach in relation to *Peacock in the Desert: The Royal Arts of Jodhpur, India*, SAM Remix, performances, guest speakers, and other programming
- Coordinate and oversee “My Favorite Things” tours at SAM Remix
- Filing, database/website maintenance, and other administrative support

Qualifications:

- Ability to work with staff and volunteers in a professional manner in a variety of tasks
- Excellent communication skills
- Basic filing, typing and computer skills
- Ability to ask for help and accept supervision and evaluation of your work
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet

Physical Requirements:

- Manual dexterity
- Ability to lift up to 20 pounds

Education:

- B.A. in progress or completed.

- Demonstrated interest in art history, education, communications and/or arts administration, and interdisciplinary collaboration.

Training:

- General SAM orientation provided by Volunteer Department
- On-the-job training will be provided, as needed.

APPLICATION PROCESS:

Submit a letter of interest, resume, and SAM Volunteer Application (available at www.seattleartmuseum.org)

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle, WA 98101-2902

Fax: 206.654.3135

Email: internships@seattleartmuseum.org