

Seattle Art Museum Unpaid Internship Description

Title: Teen Programs Intern

Department/Location: Education (Teen, Family and Multigenerational Learning)/SAM
Downtown

Staff Mentor: Museum Educator for Teen, Family and Multigenerational Programs and Senior
Manager for Teen, Family and Multigenerational Learning

Learning Objectives: Assist with development, administration, and partnerships for SAM's Teen Programs including Teen Night Out, SAM's Teen Arts Group (TAG) and Teen Art Lab workshops. Interns will experience the full process involved in creating and implementing museum programs, including assisting with the programming for a wide-range of events, collaborating with local organizations, learning how to develop and lead gallery tours, and administrative support.

Intern Tasks:

- Assist with the development of art activities and gallery tours for Teen Programs.
- Assist with the Teen Arts Group meetings each Thursday.
- Act as event staff for major community events at the Museum including Teen Night Out and other on-site and off-site outreach events.
- Assist with filing and provide other administrative support.
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- Expected time commitment: flexible within Monday through Friday office hours, must be available Thursdays from 3 to 7 pm and for Teen Night Out program.

Qualifications:

- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- 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:

- High school diploma required. Three years of undergraduate work preferred.
- Demonstrated interest in studio art, community organizing, student leadership, non-profits, social services, communications and/or arts administration.

APPLICATION PROCESS:

Submit via mail or email

- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Cover letter
- Resume

- Two letters of recommendation

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org