Seattle Art Museum
Unpaid Internship Description

Title: Digital Media Intern

Department/Location: Technology, Education, Curatorial

Staff Mentor: Product Manager, Online Experiences; Museum Educator for Interpretive Technology; Collections Coordinator

Learning Objectives: Intern would assist cross-divisional Tech Collab team, which creates engaging learning experiences with art on view and in the SAM collection using technology.

Intern Tasks:
- Perform updates to collection artwork pages within TMS
- Help to recommend and perform updates to the Collection Resources page
- Investigate/improve use of the search function
- Update content on New Acquisitions highlight page
- Caption videos
- Expected time commitment: 10-15 hours per week, (flexible within Monday-Friday 9 am-5 pm office hours), for Winter Quarter

Qualifications:
- Knowledge of basic HTML
- Proofing skills
- 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

APPLICATION PROCESS:
Submit via mail or email
- Letter of interest
- Resume
- SAM Internship Application (available at http://www.seattleartmuseum.org/about-sam/careers#int)
- Two letters of recommendation.
- Any relevant digital media samples requested but not required

Mail: Manager of Volunteer Programs
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: volunteer@seattleartmuseum.org