

Seattle Art Museum Unpaid Internship Description

Title: Family + Multigenerational Programs Intern (unpaid)

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

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

Learning Objectives:

Family Programs:

Assist with development, administration, and partnerships for SAM's Family Programs including Family Fun Workshops and Free First Saturdays for Kids. 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.

SAM Education Center:

The intern will also staff SAM's new Education Center helping connect educators and families to resources for art and object learning experiences at SAM and in the classroom. The intern will:

- Support individual learning at SAM for families and students by providing excellent customer service, including training on library reference best practices to a variety of audiences.
- Gain knowledge of library procedures, including registering new borrowers, circulating materials, and basic collection care.
- Participate in joint School & Educator and Teen, Family, and Multigenerational Programs meetings to assess effectiveness and quality of center services.

Intern Tasks:

- Develop content and gallery tours for Family Fun Workshops and assist at these workshops.
- Research and assist with programming for Free First Saturdays for Kids.
- Staff the Education center for at least 4 hours a week, including providing reference to patrons, registering new borrowers, circulating materials, maintaining the collection, and supporting volunteers.
- Participate in monthly Education center meetings.

Qualifications:

- Strong computer 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.
- Attention to detail and ability to follow library procedures and policies.
- Ability to ask for work independently, as well as ask help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.
- Excellent communication skills
- Experience with filing, typing and computer skills.
- Timeliness and attention-to-detail

- Experience working with diverse age-groups especially children, teens, college students and senior citizens

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

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation

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

Email: volunteer@seattleartmuseum.org