

# Seattle Art Museum

## Unpaid Intern Position Description

**Title:** Public Programs Intern

**Department/Location:** Education / SAM Downtown

**Staff Mentor:** Public Programs Coordinator

**Learning Objectives:** 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.

### Intern Tasks:

- Assist with the selection and scheduling of speakers for the "My Favorite Things" tours monthly program.
- Programmatic research and outreach in relation to *Yayoi Kusama: Infinity Mirrors*, SAM Remix events, performances, guest speakers, and other programming
- Coordinate and oversee "My Favorite Things" tours at SAM Remix events
- Support first Thursday programming during *Yayoi Kusama: Infinity Mirrors*
- Filing, database/website maintenance, and other administrative support
- Expected Time Commitment: Flexible schedule within M–F, 9–5 office hours; 10–12 hours per week; must be able to assist with "My Favorite Things" tours and other programming on select Thursday evenings from 6:00–7:30 p.m., and SAM Remix on Friday, August 11, 2017 (8:00 p.m.–midnight).

### 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.

### 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](mailto:volunteer@seattleartmuseum.org)