

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 artists and organizations, and administrative support.

Intern Tasks:

- Programmatic research and outreach in relation to *Andrew Wyeth: In Retrospect*, SAM Remix events, performances, guest speakers, and other programming.
- Coordinate and oversee "My Favorite Things" tours at SAM Remix events
- Support first Thursday Art Activity during *Andrew Wyeth: In Retrospect*
- Filing, database/website maintenance, and other administrative support

Qualifications:

- 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 art activities on select Thursday evenings from 6:00-8:30 p.m., The Community Opening Celebration of *Andrew Wyeth: In Retrospect* on Thursday, October 19, 2017, and SAM Remix on Friday, November 17 (8:00 p.m.-midnight).
- 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 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