

Seattle Art Museum Unpaid Internship Description

Title: School & Educator Programs Intern

Department/Location: Education

Staff Mentor: Museum Educator, School & Educator Programs

Learning Objectives:

The intern will create and manage resources for educators that focus on in-gallery learning. The intern will:

- Become culturally competent when writing about objects spanning time and place.
- Explore different teaching methodologies.
- Hone writing skills for object-based learning.
- Apply art historical research and make topics relevant for diverse audiences.
- Practice working across departments in a museum setting.

The intern will also assist in SAM's new Education Resource 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 teaching methods for docents and learning objectives for students, K-12.
- Observe school tours of the collection areas being researched.
- Research objects in SAM's permanent collection.
- Consult and collaborate with staff in education and curatorial departments.
- 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 and weekly department meetings.
- Assist School & Educator staff with auxiliary projects as needed.
- Expected time commitment: 8-12 hours per week, April-June 2018, flexible work week except must be available Thursdays, 9 am-3 pm.

Qualifications:

- Strong computer skills.
- Strong writing and research skills.
- Basic pedagogical knowledge; experience working with children a plus.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively with staff, volunteers, and public.
- Attention to detail and ability to follow library and museum procedures and policies.
- Ability to work independently, as well as 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:

- Bachelor's degree, or equivalent experience.
- Demonstrated interest in art, art history, education, and/or library sciences.

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