

**Seattle Art Museum
Unpaid Internship Description**

Title: Public Programs Intern – Summer Programming

Department/Location: Education & Public Programs/ Olympic Sculpture Park (OSP) & SAM Downtown

Staff Mentor: Program Coordinator for Art + Environment

Learning Objectives: The Public Programs department seeks an intern to assist with development, administration, and partnerships for summer programming on Thursday evenings at the Olympic Sculpture Park. Summer programs include live outdoor concerts, performances, art activities, and tours. Through the position, the intern will experience the full process involved in creating and implementing museum programs, including research and selection of local artistic practices, collaborating with community partners, and administrative support.

Candidates who can work late May through early September are preferred and will have optimal experience working on the program series from start to finish.

Intern Tasks:

- Programmatic research and outreach in relation to SAM’s special exhibitions, summer Thursday events, environmental studies, performances, and bands.
- Coordinate volunteers and help with event set up, tear down, and workflow throughout summer Thursday and Saturday programs.
- Assist with the selection, scheduling, and coordination of speakers for the “My Favorite Things Tours” program at OSP.
- Assist teaching artists and work with guests during hands-on art activities.
- Filing, printing, website maintenance, and other administrative support.
- Expected time commitment: 15-20 hours per week. Flexible schedule within M-F 9-5 office hours. Must be able to assist with summer programs from July 12-August 30 on Thursday evenings from 4-9pm, Saturdays from 9-3pm, and SAM Remix on Friday, August 24th (4pm-midnight).

Qualifications:

- Excellent customer service skills.
- Ability to communicate effectively to staff, volunteers, & public and comfort speaking in front of a group.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- 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 35 pounds
- Ability to walk and stand for long periods of time outdoors

Education:

- Minimum B.A. in progress. SAM prioritizes intern applicants seeking to gain academic credit for their internship experience.
- Demonstrated interest in art history, environmental studies, education, and/or arts administration.

APPLICATION PROCESS:

Submit via mail or email

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

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org