

Seattle Art Museum

Unpaid Intern Position Description

Title: Summer at SAM Public Programs Intern

Department/Location: Education / Olympic Sculpture Park (OSP) and SAM Downtown

Staff Mentor: Program Associate for Art + Environment

Learning Objectives: The Public Programs Department seeks an intern to assist with development, administration, and partnerships for Summer at SAM on Thursday evenings at the Olympic Sculpture Park. The Summer at SAM programs include live outdoor concerts, performances, art activities and tours. Through this 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.

Intern Tasks:

- Programmatic research and outreach in relation to SAM's special exhibitions, Summer at SAM events, environmental studies, performances and bands
- Coordinate volunteers and help with event set up, tear down, and workflow throughout Summer at SAM Thursday 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 activities
- Filing, database/website maintenance, and other administrative support
- Expected Time Commitment: Flexible schedule within M–F, 9–5 office hours; 16-20 hours per week; must be able to assist with Summer at SAM programs from July 13 - August 31 on Thursday evenings from 4-9 pm, Saturday morning Summer at SAM programming as needed, and SAM Remix on Friday, August 11 (8pm-midnight).

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

Qualifications:

- Ability to work professionally with staff and volunteers in a variety of tasks
- Excellent customer service skills
- Excellent communication skills and comfort speaking in front of a group
- 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:

- B.A. in progress or completed
- Demonstrated interest in art history, environmental studies, education, 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