

# Palmer Museum of Art

## Undergraduate Internship Project Description

**Title of Internship:** Gallery Interpretation and Public Programs Intern

**Dates of Assistantship:** Ongoing Intern Project, offered every term

**Hours per week:** 8-10 hours per week

**Schedule:** Shifts can be flexible, depending on class schedules, but applicants must be available between 9am-4:30pm weekdays and some evenings/weekends.

**Staff Supervisor:** Brandi Breslin, museum educator

### **Brief Description of Assistantship:**

The Gallery Interpretation and Public Programs intern will work with the Palmer Museum of Art museum educator to plan and implement museum engagement programs for a variety of museum audiences, including Penn State students, faculty, and community members. This intern will also work closely with the museum educator to develop exhibition and collection-related trainings for docent educators. Docents lead tours and outreach opportunities for people of all ages and abilities.

### **Specific Duties:**

- Research, develop and implement art-making opportunities for specific ability levels.
- Gain an in-depth understanding of select Palmer exhibitions, installations and works of art
- Correspond and work with guest artists from campus and the community.
- Create written guides and help lead program volunteers.
- Prepare art materials. Set up and clean-up programs.
- Read and apply assigned print and online texts that detail best practices and new findings in art education, public programs, evaluation, art interpretation and visitor engagement.
- Other duties as assigned. May include involvement in school and educator programs at the museum.

### **Qualifications Needed:**

- Coursework or experience in education, art education, studio art, museum education, community program development and/or art history
- Professional correspondence and strong verbal and written communication skills appropriate in representing the museum
- Research and creative problem solving skills
- Professional attire and appearance, dependable and punctual
- Must be enthusiastic about art, learning, effective communication and creating an accessible environment for all visitors

### **Learning Objectives for Intern**

- Gain experience in museum practices and an understanding of the role of museum education
- Develop skills in research, interpretive planning, and project development
- Improve public speaking, visitor service, leadership and research/writing skills
- Develop professional skills in implementing programs to enhance understanding, enjoyment and engagement of artwork.