Palmer Museum of Art
Undergraduate Internship Project Description

Title of Internship: School & Family Programs Internship

Dates of Assistantship: Ongoing project, offered every term/year

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 School & Family Programs Intern will work with the Palmer Museum of Art museum educator and a graduate assistant to plan and implement exhibition-related tours and programs for K-12 schools and family audiences, both in and outside the museum. This intern will assist in developing art-making activities for two Saturday afternoons per semester (dates TBD) and will help to create and shape efforts to increase tour programs for K-12 classes, especially secondary level students and educators.

Specific Projects:
- Research, develop and implement art-making opportunities for specific ability levels
- Correspond and work with guest artists from campus and the community
- Prepare art materials and project samples. Set up and clean-up programs.
- Create written guides and help lead program volunteers
- Undertake research and interpretation on collection objects relevant to museum programs
- Read and apply assigned research that details best practices in art education, public programs, evaluation, art interpretation, and visitor engagement.

Qualifications needed:
- Coursework or experience in education, art education, museum education or community program development
- Willingness to speak and interact with a variety of museum audiences, including faculty, students, and families with children
- Strong research, writing and organizational skills
- Dependable and punctual, professional appearance
- Creative thinking and attention to details involved in developing ideas
- Must be enthusiastic about creating a welcoming and accessible environment for all visitors

Learning Objectives for Intern
- Gain experience and understanding in museum practices and educational program development
- Develop skills in research, interpretive planning, and project management