

Department: Family Programs, Education

— Expected projects/work assignments:

- Work on site 1-2 days per week (Friday and Saturdays)
- Assist during in-person Family Programs, create welcoming environment for families and kids at the museum
- Prepare art materials, organize material inventory
- Perform administrative tasks to support programs (track statistics, create signs and informational materials)

— Skills and qualifications required (including technology skills):

- Experience working with art materials
- Interest in working with kids and families
- Microsoft Office, including Excel
- Creativity, attention to detail, ability to work on a team

— What type of training will be provided?

- Art material preparation
- Training on how to prepare and assist with museum education programming

— Outcomes:

- The intern will become a valued part of the Family Programs team, assisting in running educational programs for families each week
- They will gain hands-on experience in preparing art materials, performing administrative tasks to support programs, and facilitating programs
- They will have an opportunity to explore their interests through special projects