

**Department:** Education Department: School, Youth, and Family Programs

**School and Educator Programs** use works of art in the Whitney's collection and exhibitions to create a forum for ideas, debate, and exchange. Programs at the Museum and in the classroom offer students and teachers opportunities to explore American art while learning from artists and each other. **Teen Programs** give New York City high school students the opportunity to discuss art critically, think creatively, and make art with contemporary artists, educators, and their peers. **Family Programs** offer interactive tours, art making workshops, and special events that encourage kids and adults to learn about art together.

School, Youth, and Family Program Intern responsibilities include, but are not limited to:

**Expected projects/work assignments:**

### **School Programs**

One day a week

- Updating virtual lesson tracking data and documentation
- Assisting with partnership virtual events
- Data analysis of NYC schools and assisting with outreach plan
- Administrative assistance on preparing educator materials

### **Teen Programs**

Two to three days a week

- Assist in outreach and marketing efforts
- Assisting with a variety of administrative tasks including but not limited to: ordering materials, inputting student contact information, and organizing files
- Assisting with all drop-in teen events including Open Studio for Teens

### **Family Programs**

One day a week

- Assist with marketing outreach initiatives
- Research information on artists and exhibitions for upcoming programs
- Create sample art projects for upcoming programs
- Assist in organizing program documentation: photography, statistics, etc.
- Work with the Coordinator and Assistant to Family Programs on other long-term projects

**Skills and qualifications required (including technology skills):**

The intern should be a junior or senior in college, or a graduate student in Art Education. Interest in K-12 Museum Education is imperative, as is a desire to learn more about inquiry-based teaching in the

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galleries. The intern should be organized, personable, flexible, and good at working with colleagues. In addition, the ideal candidate will have strong organization and writing skills, and demonstrated interest/experience in working with young kids and family audiences, art materials, and art making.

**SPECIAL NOTE:** This intern will have a Tuesday-Saturday schedule

## **What type of training will be provided?**

- Lead an inquiry-based discussion of an object
- Collect, analyze, and visualize data
- Conduct research for new exhibitions to create resource packets for freelance educators
- Trained in Outlook, calendar management, and all technological and administrative skills needed to perform tasks assigned.
- Gain familiarity with at home artmaking and photographic documentation for online teaching.

## **Outcomes**

### **School Programs**

- Analyzing and visualizing data
- Learn about planning and executing various School Programs
- Facilitating an inquiry-based discussion with an object

### **Teen Programs**

- Learn about different techniques to engage teen learners
- Have gained knowledge about running and maintaining a variety of free programs for youth
- Improved writing and documentation skills
- Developed the ability to create artmaking activities related to Whitney exhibitions

### **Family Programs**

- Learn about all aspects of developing and managing online art making programs for families
- Work closely with Family Programs staff to learn about analyzing and organizing program attendance data.
- Gain experience in marketing and outreach.
- Advance their communication and organizational skills within a cultural institution.
- Develop deeper understanding of works in the Whitney Museum's permanent collection and exhibitions.
- Learn artmaking techniques as well as teaching strategies specific to a family audience.
- Through program observations and their assigned tasks they will gain knowledge about arts administration.