

Department: School Programs

Projects/work assignments:

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. School Programs intern responsibilities include:

- Mapping statistics
- Creating artist quote packets
- Mapping outreach plan
- Updating mailing list
- Updating tour route freelancer tour planning spreadsheet
- Coding and scanning receipts
- Cleaning and restocking the Artspace closet
- Ordering supplies
- Greeting camp groups
- Data analysis of NYC schools
- Helping with set up in the studio for any events and workshops.
- Administrative assistance on preparing educator materials for the upcoming school year
- Other long-term projects

Skills and qualifications 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 galleries. The intern should be organized, personable, flexible, and good at working with colleagues.

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

What skills and knowledge will the intern gain by the end of the internship?

- Analyzing data
- Visualizing data
- Facilitating an inquiry based discussion with an object
- Planning and executing programming (the logistics)
- Working with groups and troubleshooting (front of house experience)