

Department: Family Programs

Projects/work assignments:

Whitney Family Programs offer interactive tours, art making workshops, and special events that encourage kids and adults to learn about art together.

The Family Programs intern responsibilities include, but are not limited to:

- Prepare for programs by collecting and organizing art supplies and helping with administrative tasks
- Assist with marketing initiatives and small-scale research projects
- Document programs by taking photographs and observing tours
- Set up for programs and greet families at the Museum.
- Assisting Museum Educators during tours, workshops, and events

Skills and qualifications including technology skills:

- Should be a junior or senior in college with an interest in arts education, arts administration, or art history.
- Should be organized and outgoing, with interest/experience in front of house work or customer service
- Should be interested/experienced 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?

Interns will be trained in Outlook, calendar management, and all technological and administrative skills needed to perform tasks assigned. Interns will also gain familiarity with sourcing and preparing art supplies and other materials.

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

Through program observations and their assigned tasks they will gain knowledge about arts administration and inquiry based teaching. They will have the opportunity to develop their communications and organizational skills within a cultural institution. Interns will have the opportunity to learn how to plan and organize large scale and small-scale events from start to finish.