

WHITNEY



The intern will be supervised by the Education Associate Manager and the Chair of Education and will focus on projects related to Spanish Initiatives in the Museum.

Responsibilities:

- Work independently in research projects regarding Spanish resources, be able to work remotely and in person
- Support and help in Spanish projects related to English-to-Spanish translation texts and editing, program descriptions, and more
- Preferred but not limited of a native Spanish speaker, or with strong reading and writing skills in Spanish
- Help and support the Associate Manager with Administrative and general duties, keeping track of expenses, receipts, and budgets