

JOB DESCRIPTION FOR DEPARTMENT INTERNS

EDUCATION INTERN: COMMUNITY OUTREACH & ADULT PROGRAMS

The Community Intern helps build links between Cornell and the wider community. The intern will have a chance to learn about museum education as well as exploring the museums' collections in depth. This position will also be involved with the organization of materials for docent and volunteer training at the Museum. General clerical/office assistance will be required, as well as giving tours and workshops.

DUTIES WILL INCLUDE:

The Community Intern will be expected to attend and assist with the set-up and clean-up of weekly education department events, including lectures, gallery talks, public programs and tours for children and adults. Weekend assistance for programs will frequently be required. The intern will also learn about the collection and special exhibitions, give tours and help develop educational guides for the galleries, which will require some research. Ideally, the intern will be able to assist in developing and testing of an interactive iPod Touch project. Other duties will include typing, mailing, photocopying, videotaping, filing, and helping to publicize programs.

QUALIFICATIONS NEEDED:

Students who will be sophomores, juniors or seniors next academic year, who are seriously interested in museum education are encouraged to apply. Previous experience working with people of all ages and an interest in teaching will be helpful. Familiarity with a variety of computer programs, experience using the internet for research, and accurate typing and word processing skills are all required. The student must have a somewhat flexible schedule and be available to present programs on weekends and after regular museum hours. They must be willing to shift hours around on occasion. The student should have a great interest in learning about art from around the world, in presenting this new knowledge in creative ways to diverse audiences, and be enthusiastic about creative problem solving.