

## JOB DESCRIPTION FOR DEPARTMENT INTERNS

### **EDUCATION INTERN: UNIVERSITY PROGRAMS**

Assist the Curator of Education and Assistant Coordinator of University Education with the promotion, presentation, and evaluation of education programs for student organizations and campus groups.

#### DUTIES WILL INCLUDE:

Learning museum collections and presenting tours as requested; assisting with development and implementation of workshops, public program days, and student events; attending lectures and gallery talks; helping with the preparation of educational guides; cultivating student groups from residence halls, sororities, fraternities, and student organizations; promotion of programs (posting, chalking, mailing, attending meetings, giving presentations as needed); developing flyers; and clerical tasks (typing, filing, copying).

#### QUALIFICATIONS NEEDED:

Coursework in Art History, studio art courses desirable but not required. Excellent organizational and communication skills - oral and written. Good typing, computer skills (Macintosh). Some teaching experience preferable. Flexible schedule - must be willing to work weekends (usually one day each week) and some evening hours. Must have the ability to work well with others (crowded, busy office setting). Good graphic skills a plus. Looking for a student who is creative, likes new challenges, and functions well in a team situation.