Education Internship

Internship Overview:
The Education Intern will work with NMWA staff to support education initiatives. The Education Department offers interpretive programs and resources for audiences of all ages—including artist talks, gallery talks, hands-on workshops, exhibition and collection tours, See for Yourself interpretive cards, and audio guides—as well as school and teacher programs—including school outreach, field trips, teacher professional development workshops, and intensive institutes.

Commitment:
24–40 hours per week;
Required:
• Working every Wednesday between 11 a.m. and 2 p.m.
• Working every Thursday from 9 a.m. to 5 p.m.
• Working full-time July 6–10 and 20–22

Responsibilities:
• Support the preparation and implementation of the summer ABC Teacher Institute and ABC Intensive, including but not limited to developing and prepping program materials, teaching elements of the programs, and maintaining and updating institute-specific web resources
• Support the preparation and maintenance of programs and materials related to the museum’s collection and special exhibitions.
• Maintain inventory tracking and collation of See for Yourself card packs (the museum distributes over 3,300 per internship season).
• Support Education Department staff in the development and implementation of volunteer programs and training. Interns track volunteer and intern hours and research continuing education opportunities for volunteers.
• Research off-site partnerships art museums conduct with schools, community centers, and social service organizations.
• Research types of museum-related teacher resources and teacher professional development programs currently available.
• Research on best practices regarding museum and community organization partnerships
• Draft at least one See for Yourself interpretive card.
• Conceive of and present at least one 30-minute Conversation Piece for the general public.
• Contribute at least one educational blog post to NMWA’s Broad Strokes blog.
• Administer weekly Gallery Talk evaluations. Interns collect, record, and help analyze approximately 50 evaluations per internship season.
• Record Fierce Women 2.0 evaluations, attendee emails, and zip codes.
• Perform general departmental tasks, such as preparation of program and education materials, research, and correspondence.

Preferred Skills & Competencies:
• Strong organizational and computer skills
• Excellent written and verbal communication skills
• Ability to work independently and as part of a team
• Completed sophomore year of college by the internship start date
• Pursuing an undergraduate or graduate degree in art education, art history, museum education, museum studies, or related field