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ARTS Intern Application Guidelines

Positions are open until filled. Applicants are encouraged to apply early. We accept applicants from all areas of undergraduate study; you do not need to major in art or art history.

Are you Eligible?

You must answer yes to all the questions below.

- Do you attend college in one of the four participating cities, or are you a resident of one of these cities?*
- Are you enrolled full time in college?
- Are you pursuing an undergraduate degree?
- Are you entering junior or senior year in the fall of 2017?
- Does your Student Aid Report (SAR) indicate an Expected Family Contribution (EFC) of less than \$5,000?

Can you legally work in the United States without sponsorship?

Application Requirements

1. **Cover letter**
2. **Resume**
3. **Financial Aid Qualification** Please submit copy of Student Aid Report (SAR). It must indicate an Expected Family Contribution (EFC) of less than \$5,000
4. **Transcript:** Unofficial transcripts are acceptable in PDF form
5. **Reference:** Include phone number and e-mail address

How to Submit

E-mail your complete application with the subject line 'Arts Intern' to the contact person in the position listing. Your application goes directly to the participating institutions.

* Clarification of the Residency Requirement

Applicants must either –

- attend college in the participating city (for example if you attend New York University and are from Los Angeles, you can apply to the New York program),
or
- be a resident of the participating city (for example if you live in Philadelphia and attend UCLA, you can apply to the Philadelphia program).

Your residency credentials must apply to the city for which you are applying.

(Please continue to the next page for the internship position description)



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ARTS Intern Position Description

Education Intern

The Education Intern will work directly with the Manager of Education and supporting staff to learn how to develop and facilitate a series of daily family workshops for visitors. The workshops include drawing, painting and collage among other art methods and were created to engage the Barker Welfare Foundation Classroom during holiday breaks. The workshops are free with museum admission and expand the visitor's learning experience beyond the galleries.

The intern will also expand the program repertoire of First Saturday Family Art Workshops, which encourage parents and children to work together on art projects, science activities, and multicultural lessons. These programs run for approximately one hour and are scheduled throughout the calendar year. The Intern will draw inspiration from the museum's collection to develop lesson plans, source basic materials and create specs and prototypes to produce engaging and resourceful deliverables.

Responsibilities:

- Work with the Manager of Education and/or Program Associate to learn the department's processes
- Learn about the Museum's mission and collections
- Learn and practice how to lead the weekday workshops
- Brainstorm ideas with the Manager of Education to develop lesson ideas, which will direct research and the sourcing of materials for First Saturday Family Art Workshops
- Develop lesson plans and practice lesson delivery
- Prepare materials and lead workshops
- Create and keep a portfolio of all projects, prototypes and lesson plans
- Track attendance of all workshops
- Other duties as assigned

Qualifications

- Demonstrated interest in arts, culture and education
- Teaching experience in an afterschool or summer camp setting highly desired
- Creative thinker
- Generous in spirit
- Comfortable with MS Office applications
- Detail oriented, strong work ethic
- Strong writing and communication skills
- Ability to work with minimal supervision in a fast paced environment
- Excellent interpersonal skills
- Courteous professional manner
- Great sense of humor

Application

To apply for this position, send all required information listed under "How to Apply" to Diane Matyas, Vice President of Exhibitions and Programs at dmatyas@statenismuseum.org with "ARTS Intern" in the subject line.