

JOB DESCRIPTION FOR DEPARTMENT INTERNS

EDUCATION INTERN: SCHOOL & FAMILY PROGRAMS

Assist the Coordinator of School and Family Programs with presentations of tours and workshops to school groups from Ithaca and neighboring districts. We are looking for a student who is creative, likes new challenges, and functions well in team situations. Must be responsible and able to work independently.

DUTIES WILL INCLUDE:

Duties will include learning the museum collections, presenting tours and workshops to school-aged children, and assisting with weekend Family Programs and Public Programs. Other duties include performing clerical tasks (typing, filing, copying), keeping inventory of the museum's study cases, and keeping the art workshop room organized.

QUALIFICATIONS NEEDED:

Students, who will be sophomores, juniors or seniors next academic year, who are interested in art education, are encouraged to apply. Previous experience working with elementary schoolchildren is preferable. Coursework in art history is helpful. Excellent organizational, communication, and interpersonal skills are required. The student must have a somewhat flexible schedule and be available to work on some weekends and weekday mornings. Most importantly, the student should have a great interest in learning about art from around the world, in presenting this new knowledge in creative ways, and in working with diverse audiences.