JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

THE NANCY HORTON BARTELS ’48
SCHOLAR FOR EDUCATION
Summer 2019

The Bartels Scholar for Education will learn about the Museum’s collections and work as needed within the four areas of the Museum’s Education Department. This summer-only position is 39 hours per week and the intern receives a travel stipend for research and professional development.

DUTIES WILL INCLUDE:

Work with Academic Programs includes assisting with preparing and facilitating Museum class sessions for university courses, research, writing about the Museum’s collections, handling artwork, using the collection management system.

Work with Public Programs includes helping to form and maintain connections among the Ithaca community, Cornell campus, and the Museum, including weekly lectures, gallery talks, public programs, and tours for children and adults.

Working with School and Family Programs includes presenting tours and workshops to school-age children, assisting with weekend Family and Public Programs, inventory of study cases, and organizing the art workshop room.

Work with Student Engagement includes preparing, promoting, presenting, and evaluating educational and social programs for student organizations and campus groups. Present tours as requested, assist to develop and implement workshops, prepare educational guides, cultivate student groups.

QUALIFICATIONS NEEDED:

- This internship is only for Summer 2019. Applicants must be available for all of Summer 2019. Federal Work Study applicants encouraged.
- Art history, history, and related fields coursework preferred
- Strong interest in art education and in learning about art from around the world throughout time
- Prior experience working with elementary-age schoolchildren and diverse audiences
- Excellent organizational, written and oral communication, research, and interpersonal skills to reliably and creatively work with staff and independently in a fast-paced environment
- Embrace new challenges with enthusiasm and a high level of attention to detail
- Flexible schedule and be available to work on some weekends, evenings, and weekday mornings
- Experience operating MAC and PC computers, preparing mailings and flyers, preparing art supplies for programs, photocopying, scanning, faxing, filing, and other clerical tasks