

JOHNSON MUSEUM OF ART  
JOB DESCRIPTION FOR DEPARTMENT INTERNS

**EDUCATION INTERN:  
PUBLIC PROGRAMS**

The Public Programs Intern helps form connections among the Ithaca community, campus, and the Museum. Working closely with the Coordinator for Public Programs, the intern will have a chance to learn about the art in the Johnson Museum's collection and about the field of museum education.

DUTIES WILL INCLUDE:

The Public Programs Intern will be expected to attend and assist with weekly education department events, including lectures, gallery talks, public programs, and tours for children and adults. Weekend assistance for programs (typically Saturdays) will frequently be required. The intern will learn about the collection and special exhibitions and help develop and prepare materials for Public Programs. Other duties will include various office administrative tasks such as preparing mailings, preparing art supplies for programs, photocopying, videotaping lectures (typically Thursday evenings), and helping to promote programs.

QUALIFICATIONS NEEDED:

Rising sophomores, juniors, or seniors with a serious interest in museum education are encouraged to apply. Applicants should demonstrate interest in learning about art from around the world, in presenting information about art in creative ways to diverse audiences, and be enthusiastic about creative problem solving. Candidates with a background in art/history, teaching experience, program development experience, and/or experience working with people of various ages will be given priority. Familiarity with basic operation of a digital video camera, experience doing research, and attention to detail are all required. Must be willing to have a somewhat flexible schedule and be available to attend programs on weekends and Thursday evenings.