JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

EDUCATION INTERN: STUDENT ENGAGEMENT
Academic Year 2021–22

Assist the Coordinator of Student Engagement with the preparation, promotion, presentation and evaluation of educational and social programs for student organizations and campus groups.

**DUTIES WILL INCLUDE:**

- Learning Museum collections and presenting tours as requested.
- Assisting with development and implementation of workshops, student events, and occasionally public programs.
- Helping with the preparation of educational guides.
- Cultivating relationships with student groups from residence halls, sororities, fraternities, and student organizations.
- Promoting student programs and developing flyers.

**QUALIFICATIONS NEEDED:**

- Coursework in art history/studio art courses desirable but not required.
- Excellent organizational and communication skills—oral and written. Must have the ability to work well with others (crowded, busy office setting and must converse with workshop participants and collect survey data at events).
- Graphic design skills and familiarity with Adobe suite preferable. Teaching experience is preferred. Video creation and editing experience (with Premiere or other software) strongly preferred.
- Flexible schedule—must be able to work weekends (usually one day each month) and evening hours (once or twice a month).
- Looking for a student who is creative, likes new challenges, excels at managing multiple projects concurrently, and functions well in a team situation. Must be able to work well independently, and complete assignments in a timely manner. Must be dependable with exceptional public speaking and interpersonal skills.

This position is located in Ithaca, New York. Due to the COVID-19 pandemic, and Cornell University’s need to limit the number of on-campus employees, the successful applicant may be asked to perform this role remotely.

The Johnson Museum of Art values the power of different perspectives to expand and deepen our understanding of art and society. The Museum is an inclusive space and we seek candidates who will contribute to an environment that supports students, faculty, and staff of all identities and backgrounds.