

JOHNSON MUSEUM OF ART  
JOB DESCRIPTION FOR DEPARTMENT INTERNS

**EDUCATION INTERN:  
STUDENT ENGAGEMENT**

Assist the Curator of Education and 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, public program days, and late night and weekend student events; attending education programs; helping with the preparation of educational guides; cultivating student groups from residence halls, sororities, fraternities, and student organizations; promotion of programs (posting, chalking, mailing, attending meetings, giving presentations as needed); developing flyers; and clerical tasks (researching, typing, filing, copying).

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).

Good typing, computer skills (Macintosh). Good graphic skills a plus.

Some teaching experience preferable.

Flexible schedule—must be able to work weekends (usually one day each week) and evening hours (once or twice a month).

Looking for a student who is creative, likes new challenges, outgoing, excels at multitasking, and functions well in a team situation. Must be able to work well independently, have the ability to anticipate tasks, and complete assignments beyond expectations in a timely manner. Must be dependable.