

Seattle Art Museum
Unpaid Intern Position Description

Title: School and Educator Program Intern – ACCESS Program

Department/Location: School + Educator Programs Department- Seattle Art Museum downtown

Staff Supervisor: Regan Pro, Manager of School & Educator Programs

Purpose and Goals: Intern would assist in supporting SAM's ACCESS program which provides museum tours to individuals with low or no vision and/or hearing. Position would include program support and outreach including developing and maintaining new audiences, attending and supporting all tours, researching current best practices and creating and maintaining a tactile object collection for tours. **Winter/spring position: 8 hours a week, through June. Position must be available on the 4th Wednesday of every month.**

Duties & Responsibilities:

- Communications and outreach with current and new audiences.
- Research and report out on best practices and policies.
- Maintain and support tactile object collection for docents.
- Attend all tours and training sessions.
- Coordinate and create content for SAM's Educator Facebook page.
- Maintain calendar listings and programs for SAM's ACCESS program.

Qualifications:

- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Knowledge of art history.
- Comfort and familiarity working with ACCESS audiences.
- Excellent communication skills.
- Basic filing, typing and computer skills.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds.

Education:

- Two years of undergraduate work required; graduate students preferred.
- Demonstrated interest in art history, education, communications and/or arts administration.

Training:

- General SAM orientation provided by Volunteer Department.
- On-the-job training will be provided, as needed.

Application Process:

Submit a Seattle Art Museum Intern Application

(available at www.seattleartmuseum.org/jobs/internship.asp)

Mail: Manager of Volunteer Programs, Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Fax: 206-654-3135

Email: volunteer@seattleartmuseum.org

Position open until filled