

Seattle Art Museum
Unpaid Intern Position Description

Title: School and Educator Program Intern

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 developing and maintaining new audiences for the Seattle Art Museum's School and Educator Programs including outreach to teachers, educators, parents and community members. Position would include communicating with current and new education, supporting our school tour booking communications, maintaining and supporting mailing lists, researching and reporting out on current education policy and implications and developing new audiences for our programs. **Winter/spring position: 8 hours a week, 8 weeks.**

Duties & Responsibilities:

- Communications and outreach with current and new audiences.
- Research and report out on school policies, procedures and current events.
- Maintain and improve SAM's mailing list.
- Coordinate and create content for SAM's Educator Facebook page.
- Maintain calendar listings and programs for SAM's Education programs.

Qualifications:

- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Knowledge of art history and local education.
- 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