

Seattle Art Museum
Unpaid Intern Position Description

Title: Teacher Resource Center Intern

Department/Location: School + Educator Programs Department- Teacher Resource Center/Seattle Asian Art Museum

Staff Supervisor: Anna Elam, TRC Librarian/Educator

Purpose and Goals: Intern would assist in the accessioning and deaccessioning of objects for the Education Objects Collection, including the clean-up of database and creation of search queries. Position would include the implementation of current best practices, in accessions policy, physical management and cataloguing description. Intern would also help support the selection and coordination of tactile objects for the ACCESS tours. **Winter/spring position: 8 hours a week, 8 weeks.**

Duties & Responsibilities:

- Research objects in Education Objects Collection and share research in database.
- Assist TRC Librarian/Educator in database management.
- Work with SAM staff, docents and volunteers to select tactile learning objects for our School, Educator and Docent programs.
- Organize, sort, identify and manage Education Objects Collection.
- Research and report on current best practices in Education Object Collections for museum both nationally and internationally.

Qualifications:

- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Knowledge of international art and cultural history.
- Familiarity working with databases and library catalogue systems.
- 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