

Announcement of Internship Fall Semester 2010

Title: Education Programs Intern, School Programs

Reports to: Education Director and Docent and Intern Program Coordinator

Department: Education
Grand Rapids Art Museum
101 Monroe Center
Grand Rapids, MI 49503

Time required: 5-10 hours per week

Length of Internship: 15 weeks, September – December, actual dates flexible

Job Responsibilities:

The intern will assist the Education Director and the Docent and Intern Program Coordinator with the School Tour and Docent Training programs. The Grand Rapids Art Museum offers volunteer docent-guided tours of works of art to K-12 classrooms, college classes, and other adult groups. Docents meet bi-monthly for training sessions.

The School Programs Intern will assist with:

- ◆ Researching and implementing a method for evaluating tours.
- ◆ Auditing the Museum's tour data and developing a plan to reach out to school districts.
- ◆ Conveying information to school districts and teachers about the Museum's School Tour Program.
- ◆ Designing education materials for teacher resources, specific professional development sessions, and docent training.
- ◆ Conducting teacher professional development days.
- ◆ Duties at docent training sessions.
- ◆ Collections research for the preparation of docent-training materials.
- ◆ General office tasks.

Requirements: Art Education, Fine/Studio Art, or Art History majors at the Junior or Senior levels are preferred. Candidates must have strong organizational and research skills, excellent written and oral communication skills, and an aptitude for detail.

Compensation: Internships are **unpaid**; however, students may receive academic credit. Students are responsible for making arrangements with their schools to receive credit for internships.

Application Deadline: August 27, 2010

To Apply: Please submit a resume, cover letter, one letter of recommendation from a professor or previous employer, and a writing sample to the Education Department by email at jboot@artmuseumgr.org or by postal mail:

Grand Rapids Art Museum
Education Department
Attn: Jean Allemeier Boot
101 Monroe Center
Grand Rapids, MI 49503