

Announcement of Internship Fall Semester 2010

Title: Education Programs Intern, Youth and Family Programs

Reports to: Educator for Youth and Family Programs

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

Time required: 10 – 15 hours per week

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

Job Responsibilities: Interns will create informational packets for programming and assist in the creation and implementation of lesson plans for school age children. Interns will plan and implement interactive programs as well as outreach and event planning for family audiences based on permanent and temporary exhibitions. They will also assist in the day-to-day functions of the department.

Requirements: Art Education, Fine/Studio Art, or Education majors at the Junior or Senior levels are preferred. Candidates must have strong organizational and research skills, excellent written and oral communication skills, the ability to engage the public in art-centered activities, and an aptitude for detail. Prefer candidates with experience with Adobe Creative Suite. Teaching experience highly suggested.

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