

Education & Engagement Internship Fall 2021

Reports to: Engagement Specialist

Job Type: This is a paid, part-time internship with the opportunity for college credit

Purpose: To advance the mission of the Columbia Museum of Art by supporting the Department of Education and Engagement's virtual and onsite programs for youth, adults, families, and volunteers. The Columbia Museum of Art celebrates outstanding artistic creativity through its collection, exhibitions, and programs, interacting in ways that engage the mind and enrich the spirit. The Columbia Museum of Art promises to be an inspiring, welcoming, community-centered, playful, and vibrant institution.

Responsibilities: The person in this position will be responsible for overseeing and assisting with administrative tasks as well as helping with various programming as needed.

Primary responsibilities include:

- Provide administrative support, coordination, and dissemination of Docent Corps' physical and digital materials in preparation for docent meetings, trainings, and programs.
- Schedule, manage, and maintain Docent Corps scheduling systems for school, group, and public tours and studio programs.
- Create the bi-weekly EE departmental calendar and distributes to CMA staff via email and to docents via email and Google Drive.
- Employ a variety of project management tools and strategies to refine duties and strategies for optimal efficiency.
- Assisting with preparation for other programs in the E&E department to include art school classes, installation of galleries, concerts, lectures, and other duties as assigned.

Knowledge and Experience: Candidate should have a minimum of one year of college education or at least 2 years' experience in administrative and clerical support at the time the internship begins. A major in education or art education a plus.

Skills and Abilities:

- Candidate should have excellent interpersonal and communication skills, both with children and adults.
- Excellent verbal and written communication skills, able to influence and converse with, and present in an organized fashion.
- Be a positive, passionate advocate for the CMA and museum art education and engagement.
- Strong logistical experience, with commitment to details and time management.

the Columbia Museum of ART

- Must be self-aware, self-regulated, motivated, and empathetic.
- Able to take initiative and work independently with efficiency and efficacy
- Experience with Microsoft Office, Word, and Excel

Availability: Internship will run during the span of August 20th- December 22nd Candidate must be available for at least 10 hours a week for duration of internship period. Occasional evening and weekend hours required.