

# the Columbia Museum of ART

## Education & Engagement Summer Camp Internship 2023

**Reports to:** Engagement Specialist

**Purpose:** To facilitate educational programming that includes summer camps, workshops, and family programs. The Columbia Museum of Art celebrates outstanding artistic creativity through its collection, exhibitions, and programs. The Columbia Museum of Art promises to be an inspiring, welcoming, community-centered, playful, and vibrant institution.

**Responsibilities:** The person in this position will oversee and assist with multiple aspects of the summer camp program and help with various other programming as needed.

**Primary responsibilities include:**

- Implementing summer camp check-in and check-out to ensure drop-off and pick-up go as smoothly as possible each day.
- Serving as an assistant in camps to include helping with materials and instruction, monitoring behavior in galleries, overseeing break times, and helping to implement classroom management plan elements as necessary
- Helping prepare binders and materials for summer camps; assisting with preparation and clean-up before and after camps each day

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

**Salary Range:** \$10/hr.

**Knowledge and Experience:** Candidate should have at least one year of college education when the internship begins or equivalent experience. A major in education or art education is preferred. Candidate must have some experience working with children in an academic or daycare environment.

**Skills and Abilities:** Candidate should have excellent interpersonal and communication skills, both with children and adults. They must be positive representatives of the museum with a commitment to providing an outstanding experience for every participant. Candidate should be organized and detail oriented, a background or experience in studio art and/or education is a plus.

**Availability:** Internship will run June 1 - August 7. Candidate must be available for at least four consecutive hours each day Monday through Friday or Tuesday-Saturday for approximately ten weeks during the internship period.