

**Education & Engagement Internship Summer 2020**

**Reports to:** Engagement Specialist

**Purpose:** To advance the mission of the Columbia Museum of Art by facilitating educational programming to include summer camps, workshops, and family programs. 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 multiple aspects of the summer camp program as well as helping with various other programming as needed.

**Primary responsibilities include:**

- Implementing summer camp check-in and check-out; overseeing volunteers 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
- Assisting with preparation for other programs in the E&E department to include Gladys' Gang (preschool program for children ages 2-5), art school classes, installation of galleries, and other duties as assigned

**Job Type:** This is a paid, part-time internship

**Knowledge and Experience:** Candidate should have a minimum of one year of college education at the time the internship begins. 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. Be a positive representative of the museum with a commitment to providing an outstanding experience for every participant. Organized and detail-oriented. Background or experience in studio art a plus.

**Availability:** Internship will run during the span of May27 - August 10. Candidate must be available for at least four consecutive hours each day Monday through Friday for a total of ten weeks during the internship period.