



ALBANY MUSEUM OF ART

## **The Albany Museum of Art Education and Public Programming Intern Position Description**

**Title:** Education and Public Programming Intern

**Department/Location:**, Education and Public Programming, The Albany Museum of Art

**Staff Supervisor:** Director of Education and Public Programming

**Purpose and Goals:** To help create a collection of Lessons from current AMA programs, and relate these to Common Core Standards of Learning and National Arts Core Standards. To assist the Director of Education and Public Programming in the planning and execution of programs and educational events (i.e. Toddler Takeover, Homeschool Days, school field trips, etc.). As well as perform daily office tasks.

**Time:** Semesterly time commitment; Minimum 8 hours per week.

Schedule flexible within M–F, 9–5 (office hours), however, there may be times when weekend or after-hours events will offer additional time and experience.

### **Qualifications:**

- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively with staff, volunteers and public.
- Basic filing, typing, and computer skills, plus familiarity with Microsoft Office software.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Code of Ethics and Employee Handbook for the museum.
- Ability to work independently.
- An interest/background in museum education, arts education, and/or K-12 education.

### **Physical Requirements:**

- Manual dexterity.
- Ability to lift up to 20 pounds.

### **Education:**

- Highschool student in good standing, Undergraduate or Graduate student in Museology, Art, Education, or related field.

**Training:**

- General AMA orientation.
- On-the-job training will be provided, as needed.

**APPLICATION PROCESS:**

Submit a letter of interest, resume and AMA Internship Application.

**Mail:**

The Albany Museum of Art  
311 Meadowlark Drive  
Albany, GA 31707

**Email:** [annie.vanoteghem@albanymuseum.com](mailto:annie.vanoteghem@albanymuseum.com)

***Open until filled.***