

Yale Department: Yale Center for British Art, Education Department

Brief description of department goals and/or functions:

Participants will gain hands-on experience and play an integral role in developing and assisting in museum education programs.

Internship Job Title: Museum Education Summer Intern **Number of Internships:** **1**

Amount of salary/compensation: \$ 13.25 per hour

Internship Required Qualifications:

- Reliability and attendance at work are essential functions of this position
- Must be organized, punctual, thoughtful, and creative
- Excellent oral and written communication skills with the ability to communicate in a professional manner
- Must demonstrate the ability to take initiative, anticipate actions needed and possess good organizational skills
- Willingness to explore and enthusiasm for new fields of knowledge
- Attention to detail
- Experience working with the public and children
- Proficiency using Microsoft Office, PC and Mac devices

Internship Desired Qualifications:

- Interest in arts and humanities education; British art and culture.
- Basic knowledge of Wordpress, Adobe CS, Drupal or other web editing software.
- Applicant does not need formal training in these areas.

Internship Major Duties/Responsibilities:

- Support education initiatives: summer teacher workshops, family filmfest, special needs programs, collection tours, adult and children's programs.
- Assist Docents and education staff for group tours and help prepare docent room and supplies for art- making sessions.
- Help develop Teen and Youth programs for New Haven audiences.
- Other administrative projects related to museum education.
- Connect museum's collection with school curriculum through development of activities.

Internship Schedule (finalized per discussion between hiring supervisor and intern):

No. of Hours per Week: 35 hours per week (Mon---Friday)

Start Time: 9:00am **End Time:** 5:00pm (includes 1-hour lunch)

Start Date: Tuesday May 26, 2020 **End Date:** Friday August 14, 2020

Dress Code and other “good to know” aspects of the position:

Required dress will vary from business casual to work-type clothing, depending on the nature of the planned work.

The internship work will be supplemented with ample learning opportunities provided by weekly enrichment programs, access to all of the museum’s research and education programming, public programs such as performance offerings, cross-departmental presentations, possible field trips to other local and regional arts organizations, etc.