

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Community and Outreach Intern
Academic Level:	Undergraduate
Supervisor:	Waverly Gooding, Audience Engagement Manager; Michelle Kiang, Community Relations Coordinator
Department:	Learning and Interpretation
Dates of Internship/Fellowship Term:	June 11-August 17, 2018

Project Overview:

- The Audience Engagement team requests an intern to assist the Community Relations Coordinator in strengthening the quality off-site programs by developing creative forms of gathering feedback, synthesizing feedback acquired into a report, and documenting the impact of outreach programs in diverse communities throughout Houston.

Learning Goals and Objectives:

- Intern will have the opportunity to familiarize themselves with the process of relationship building with partner organizations, community program development, feedback acquisition and analysis, and work on developing a report outlining the process of receiving, documenting, and analyzing feedback from community program participants.

Skills, Knowledge and Abilities:

- Excellent verbal and written communication skills
- Ability to tactfully and courteously liaise with a diverse group of community members, colleagues, and volunteers
- Strong interpersonal skills; welcoming image and demeanor are critical
- Knowledge in synthesizing feedback data, and documenting program results
- Bilingual capabilities in Spanish highly desired

Education and Eligibility

- Undergraduate level: Students currently enrolled in an undergraduate program or who recently completed (within one year) a Bachelor's degree are eligible for this opportunity.

Anticipated Schedule:

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 11 and should be completed by Friday, August 17, 2018. *If necessary, hours/days missed can be made up by Friday, August 24, 2018.*
- Monday through Friday, 9 to 5 pm (with hour-long lunch).

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- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Interns and fellows have the opportunity to participate in professional development sessions organized by staff in the Department of Learning and Interpretation during the first week of the summer term and during regular “brown bag” lunches scheduled throughout the summer. During these professional development opportunities, MFAH interns and fellows convene to learn about different aspects of museum careers and the MFAH’s operations.

Unpaid/Academic Credit Internship:

- **Academic Credit:** Students wishing to earn academic credit do not qualify for a stipend and are responsible for ensuring all necessary paperwork is complete with your college/university. If MFAH personnel (University Programs Specialist and/or Intern/Fellow Supervisor) must complete paperwork (verify time-logs, evaluation, etc.), it is your responsibility to bring the paperwork to the MFAH’s attention. Additionally, your college/university may have fewer or greater requirements for academic credit. If fewer requirements, you acknowledge the need to abide by the MFAH’s requirements. If greater requirements, you acknowledge the need to inform the MFAH, and you understand the MFAH may or may not guarantee compliance with requirements of other institutions.
- **Unpaid Internship:** By agreeing to an unpaid internship, you acknowledge the internship will not constitute employment and no stipend will be provided.

Application Instructions and Deadline:

Please submit the following materials to interns@mfa.org.

- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé/CV

When submitting application materials, please include the name of the internship or fellowship, in the subject line of your email. The deadline for applications for the MFAH Summer 2018 Internship and Fellowship program is **Friday, March 16, 2018**.