

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Bayou Bend Education Intern
Academic Level	Graduate
Supervisor:	Jennifer Hammond, Head of Education at Bayou Bend
Department:	Bayou Bend
Date of Intern/Fellow Description:	January 2016
Internship/Fellowship Term:	Summer 2016: June 13–August 19, 2016

Project Overview:

- The intern will assist with the implementation of new school programs at Bayou Bend, including developing materials and resources and preparing for docent training in the fall.
- As time allows, the intern will also participate in the development and implementation of other interpretive materials and programs.
- All education interns assist with education department programming and general work of the department.
- *Bayou Bend interns are required to work on the Fourth of July.*

Learning Goals and Objectives:

- The intern will learn about and practice current best practices in informal learning and museum education, as well as having the opportunity to research and develop materials appropriate for a school-age audience and interact with Museum visitors, staff and volunteers.

Skills, Knowledge and Abilities:

- Currently enrolled in or completed graduate program in history, education, art history, or other related field
- Experience with informal education preferred
- Candidates should have strong communication and interpersonal skills
- In-depth knowledge of Microsoft Office software (Word, Excel, Access, Publisher, PowerPoint)
- Attention to detail, ability to handle many tasks simultaneously in a busy office, and organizational skills required

Education and Eligibility

- Students currently enrolled in a graduate program or who recently completed (within one year) a Master's degree or PhD are eligible for this opportunity.

Anticipated Schedule:

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- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 13 and should be completed by Friday, August 19, 2016. *If necessary, hours/days missed can be made up by Friday, August 26, 2016.*
- Monday through Friday, 9 to 5 p.m. (with hour-long lunch).
- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Each week includes a two-hour “brown bag” lunch—some at the MFAH main campus, some at other MFAH buildings, some special venues. During these weekly professional development opportunities, MFAH interns and fellows convene to learn about different aspects of the museum’s operations.
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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@mfah.org.

- Personal statement describing your experience and professional goals as relevant to this opportunity (maximum 500 words)
- Résumé/CV

When submitting application materials, please include the name of the internship, “Bayou Bend Education Internship,” in the subject line of your email.

The deadline for applications for the MFAH Summer 2016 Internship and Fellowship program is **Friday, March 11.**