

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Studio and Gallery Programs Intern
Academic Level:	Undergraduate
Supervisor:	Elizabeth Garcia
Department:	Learning & Interpretation
Dates of Internship/Fellowship Term:	June 3-August 9, 2019

Project Overview:

The Summer Studio and Gallery Programs Intern will play an integral role in the organization and execution of participatory and intergenerational summer programs at the Museum of Fine Arts, Houston (MFAH) that foster creativity and provide fun learning opportunities through making and appreciating art. The intern will work with museum staff in the Department of Learning and Interpretation to prepare and facilitate art making activities in the studio; he/she will also lead interactive experiences in the museum galleries.

The intern will focus on gallery and studio teaching and interpretation for the following family programs:

- Summer Art Explorers
- MFAH Playdate
- Little Artists
- Our Youngest Artists

The intern will focus on gallery and studio teaching and interpretation for the following participatory programs:

- Summer Festival
- Summer Music Series on the Plaza
- Adult Art Making

In addition to the programs described above, the MFAH intern will also contribute to various community initiatives with the Glassell-on-the-Go program. As time permits, the intern will also have the opportunity to contribute to ongoing research and exhibition projects including, but not limited to, creating research packets for Teaching Artists for fall 2019 programs, researching potential children's books and materials for use in gallery programs, helping to develop educator professional development projects, assisting with the biennial *Citywide African American Artists Exhibition*, and organizing exhibitions of student art in the Kinder Foundation Education Center Gallery.

Learning Goals and Objectives:

- The intern will develop public speaking skills by explaining art making and studio instructions to both children and adults; he/she will also have the opportunity to engage

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audiences in the galleries through a variety of interpretive activities.

- The preparation of written materials for studio and galleries programs will strengthen the intern's written communication skills.
- By contributing to the organization and execution of family programs with large attendance at the MFAH, the intern will develop organizational and project management skills. He or she will have the opportunity to establish systems for managing large audiences in the galleries. The intern will also communicate with staff across MFAH departments to coordinate programs with multiple activities that run simultaneously in the studio and in the galleries.
- The intern will both observe and participate in a collaborative professional environment. He/she will have the opportunity to work with the intern supervisors as well as teaching artists in the Department of Learning and Interpretation.
- The intern will learn about a broad spectrum of museum careers. Weekly professional development activities will introduce the intern to museum staff from diverse departments, including but not limited to curators, conservators, exhibition designers, development officers, library staff, museum registrars, and museum preparators.

Skills, Knowledge and Abilities:

- Student currently enrolled in undergraduate degree program at an accredited four-year college/university in art, art history, or education (curriculum and instruction) strongly preferred
- Enjoys working with education colleagues and children (and their parents), using developmentally-appropriate language, in a fast-paced environment infused with creativity, enthusiasm, flexibility
- Spanish language ability helpful
- Able to work with a team
- Strong research, organizational, writing/editing
- Working knowledge of Microsoft Word, Excel, PowerPoint
- Pleasant, professional manner when interacting with staff and the public (as necessary)

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 3 and should be completed by Friday, August 9, 2019. *If necessary, hours/days missed can be made up by Friday, August 23, 2019.*
- Monday through Friday, 9 to 5 pm (with hour-long lunch).
- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)

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- 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.

Academic Credit Internship (no stipend):

- **Academic Credit:** Students wishing to earn academic credit 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.
- This internship opportunity does NOT provide a stipend, and 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.

- Application Form
- 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 2019 Internship and Fellowship program is **Monday, March 25, 2019**.