

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Summer Studio and Gallery Programs Intern
Academic Level	Undergraduate Level
Supervisor:	Kelley Magill, University Programs Specialist and Elizabeth Roath Garcia, Studio and Gallery Programs Manager
Department:	Learning and Interpretation
Date of Intern/Fellow Description:	November 2016
Internship/Fellowship Term:	Summer 2017: June 5-July 28, 2017

Project Overview:

The Summer Studio and Gallery Programs Intern will play an integral role in the organization and execution of 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: This program occurs every Thursday in June and July. It gives families the chance to investigate new works of art through interactive activities, sketching in the galleries, and studio art-making experiences.
- MFAH Playdate/Family Storybook Circle: Every Tuesday in June and July, families are invited to join in lively storybook adventures that connect art with fun and entertaining stories. The first hour is reserved for children under 3, while the second welcomes children up to 5 years old.
- Little Artists: This program is designed for children ages 3 to 5 years old and an adult companion. The experience includes a storybook circle, creative shape and color play, the creation of a simple art project, and a tour of the galleries with a Museum educator.
- Our Youngest Artists: This special program is designed for babies and toddlers 0-35 months old and their adult caregiver. Families are encouraged to touch, explore, and create their own works of art inspired by different works of art on display throughout the museum.

In addition to the programs described above, the MFAH intern will also contribute to the Summer Art Camp with Harris County Public Library and the Museum of Fine Arts, Houston. During each week-long Summer Art Camp, students between the ages of 6-12 visit the MFAH to view original works of art and create their own work at the Museum's studio. In June and July, the intern will help prepare and facilitate the weekly visits from the Summer Library Art Camps to the Museum.

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 2017 programs, researching potential children's books and materials for use in gallery programs, and organizing exhibitions of student art in the Kinder Foundation Education Center Gallery.

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Community Impact:

The MFAH studio and gallery programs for families serve over 8,000 people each summer. As an integral member of the studio and gallery programs team for the summer of 2017, the intern is vital to the success of these programs, which provide intergenerational learning opportunities for students and their families. The intern will facilitate experiences for museum visitors that encourage creativity, collaboration, and critical thinking. By working directly with museum visitors, the intern will have the opportunity to serve a large and diverse audience.

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 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

- Students currently enrolled in an undergraduate program working toward a Bachelor's degree are eligible for this opportunity.

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Anticipated Schedule:

- The internship will comprise 280 hours (35 hours per week for 8 weeks), which will begin on Monday, June 5 and should be completed by Friday, July 28, 2017. *If necessary, hours/days missed can be made up by Friday, August 5, 2017.*
- 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.)
- 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.
- The intern will also attend all scheduled summer programs and events organized by the ExxonMobil Community Summer Jobs Program (CSJP), including but not limited to a kick-off reception on Wednesday, June 1 (time and place to be announced), a community service project, and a closing reception.

Internship Stipend:

- The intern will receive a \$2,750 stipend for the summer internship.

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
- Résumé/Curriculum Vitae
- University Transcript (unofficial or official transcripts will be accepted)
- Writing Sample

The deadline for applications for the MFAH Summer 2017 Internship and Fellowship program is **Friday, March 10.**