

MFAH Internship/Fellowship Description

Supervisor: Elizabeth Garcia, Manager, Studio and Gallery Programs

Department: Learning & Interpretation

Dates of Internship/Fellowship Term: Summer 2020: June 1–August 7, 2020

Academic Level: Undergraduate

Stipend Award: \$3,500 for the 10-week summer term full time (350 hours)

Project Overview

The internship/fellowship will be engaged in the following project(s) that have identified as meaningful professional learning opportunities:

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 staff in the department of Learning & Interpretation to prepare and facilitate art-making activities in the studio; and will also lead interactive experiences in the 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 have the opportunity to contribute to ongoing research and exhibition projects including, but not limited to, creating research packets for Teaching Artists for fall 2020 programs, researching potential children's books and materials for use in gallery programs, helping to develop educator professional development projects, and organizing exhibitions of student art in the Kinder Foundation Education Center Gallery.

Learning Goals and Objectives

The project described above will provide the intern/fellow with the opportunity to develop the following skills and proficiencies through this professional learning experience:

- The intern will develop public-speaking skills by explaining art-making and studio instructions to both children and adults; and will also have the opportunity to engage audiences in the galleries through a variety of interpretive activities.

MFAH Internship/Fellowship Description

- 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 intern will develop organizational and project-management skills. The intern 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. Additionally, the intern will have the opportunity to work with the intern supervisors as well as teaching artists in the department of Learning & Interpretation.
- The intern will learn about a broad spectrum of museum careers. Weekly professional-development activities will introduce the intern to staff from many departments, including but not limited to curators, conservators, exhibition designers, development officers, library staff, museum registrars, and museum preparators.

Skills, Knowledge, and Abilities

The following skills, knowledge, and abilities would be applicable to the internship/fellowship projects and learning goals of this opportunity:

- 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
- Applicant 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 skills
- Working knowledge of Microsoft Word, Excel, PowerPoint
- Pleasant, professional manner when interacting with staff and the public (as necessary)

Education and Eligibility

The following education level is required for eligibility for this opportunity:

- 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 number of hours per week and the preferred days of the week and times for the internship and fellowship are outlined here:

- The regular work week will be business hours, Monday–Friday. The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 1, and should be completed by Friday, August 7, 2020. *If necessary, hours/days missed can be made up by Friday, August 21, 2020.*
- Orientations: The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Professional-development programs: MFAH interns and fellows have the opportunity to learn about different aspects of museum careers and MFAH operations. In particular, interns and fellows during the summer term have the opportunity to participate in professional-

MFAH Internship/Fellowship Description

development sessions organized by staff in the department of Learning & Interpretation. Fall and spring term interns and fellows have individualized professional development opportunities based on their academic schedules and identified learning goals. Interns and fellows are invited to participate in a range of MFAH activities and events in addition to their projects as their schedules permit.

Application Instructions and Deadline:

Submit the following materials:

- Online Application Form [here](#)
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
- Résumé/CV

Submit all additional application materials via email: interns@mfah.org

- Include the name of the internship or fellowship in the subject line of your email.
- The deadline for applications for the MFAH Summer 2020 Internship & Fellowship program is **Monday, March 23, 2020**.