

# *MFAH Internship/Fellowship Description*

Intern/Fellow Title:	Education Department Intern
Academic Level	Undergraduate
Supervisor:	Joey Milillo, Programs Manager, Bayou Bend
Department:	Education Department, Bayou Bend Collection and Gardens
Date of Intern/Fellow Description:	January 2016
Internship/Fellowship Term:	Summer 2016: June 6–July 29, 2016

## *Project Overview:*

Intern will participate in a range of activities to support the planning, development, and implementation of education programs. The position is designed to give the successful candidate an introduction to museum education, program design, and working with diverse audiences.

The Bayou Bend education department intern will be assigned two to three special program-related projects, such as:

- Assisting the Bayou Bend programs manager with researching and developing interactive educational learning experiences related to early American history and artifact study
- Acting as lead or co-lead presenter for selected activities during Museum program events
- Researching and identifying resources that will improve the quality and reach of the Museum's education programs

## Core Responsibilities:

- Assist with education projects as assigned (see above)
- Assist Programs Manager with coordination and staffing of summer education programs, including History Camp, Fourth of July at Bayou Bend, and Pottery Fridays
- Organize and provide information necessary for the creation of materials designed to promote Bayou Bend education programs
- Supervise and train day-of event volunteers as necessary
- Participate in education meetings as requested
- Perform other duties as assigned by programs manager, Bayou Bend

## Community impact:

Bayou Bend's education programs contribute significantly to its average annual attendance of 100,000+, with summer being one of the most active times of year for serving the cultural enrichment needs of Houston-area children and families. The majority of these programs are presented either free or low-cost, providing valuable access to art and history resources to families with limited income.

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## *Skills, Knowledge and Abilities:*

- Candidates should have excellent communication and interpersonal skills
- Familiarity with Microsoft Office software (Word, Excel, PowerPoint)
- Internet research and creative problem-solving skills
- Ability to quickly learn and operate audio visual technology, including projectors, tablets, still and video cameras, and sound systems
- Exceptional attention to detail, ability to handle many tasks simultaneously in a busy office, and superb organizational skills required
- Demonstrated interest in museum career and informal education

## *Education and Experience:*

- Currently enrolled in or completed undergraduate program in history, education, art history, or other related field
- Experience with informal education preferred

## *Anticipated Schedule:*

- The internship will comprise 280 hours (35 hours per week for 8 weeks), which will begin on Monday, June 6 and should be completed by Friday, July 29, 2016. If necessary, hours/days missed can be made up by Friday, August 5, 2014.
- 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.
- 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:*

- Paid undergraduate interns receive a \$2,750 stipend for the 8 week summer internship.

## *Application Instructions and Deadline:*

Please submit the following materials to [interns@mfaah.org](mailto:interns@mfaah.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

When submitting application materials, please include the name of the internship, “ExxonMobil CSJP: Bayou Bend, Education Department 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.**