



Position: Family Programs Intern

Hours: 10+ hours/week

Pay: Unpaid

Timeline: 3 months or semester based

Qualifications: College student with an interest in working with families in an informal learning setting. Must pass a Level 2 background check prior to start date.

Duties Include:

Assisting Family Programs Manager with:

- Preparation, implementation, and follow-up activities of family programs, including *Artful Storytime*, *Art Babies*, *Toddler Tours*, among others. Responsibilities include inventory of art supplies, organizing supplies, photo-documenting, conducting light research, and data filing.
- Writing lessons and facilitating family programs
- Marketing family programs
- Developing activity cards for Art Zone (age-specific lessons) based on permanent collection & special exhibitions
- Maintenance of Art Zone (organization, repairs, sanitizing, etc.)
- Creating surveys
- Data analysis
- Stocking Gallery Kits
- Visitor relations (emails & enews)

Expectations:

The Family Programs Intern will be expected to:

- Be on time and work scheduled hours.
- Complete all tasks, readings, and assignments on time.
- Build portfolio as instructed.
- Notify the Family Programs Manager of all unexpected absences.
- Report any concerns to Family Programs Manager.

Timeline:

Week 1: Orientation. Assignment: Write a summary of your expectations for the internship, including what you hope to learn.

Weeks 2 – 4: Observe Family Programs Manager during scheduled programs and act as “helper” for lesson plans, supply organization, & program implementation of *Artful Storytime*, *Art Babies*, & *Toddler Tours*. Assist with miscellaneous tasks and duties described above. Assignment: Write a summary for each program observed and what will be incorporated into your lessons and teaching.



Weeks 5 – 8: Create content, lesson plans, and gather materials for *Artful Storytime*, *Art Babies*, & *Toddler Tours*, and possibly begin to co-teach with Family Programs Manager. Assist with miscellaneous tasks and duties described above. Assignment: Start portfolio; Family Programs Manager will provide guidelines.

Weeks 9 – 12: Create content & teach programs *Artful Storytime*, *Art Babies*, & *Toddler Tours* with Education staff supervising & providing feedback. Assist with miscellaneous tasks and duties described above. Assignment: Complete portfolio and write a summary for each program facilitated about what you have learned about teaching. Family Programs Manager will write a review/ recommendation letter.

Goals/Outcomes:

Develop a teaching portfolio including lesson plans, content, photographs, learned insights and reviews, as well as gaining direct teaching experience in an informal learning environment.

To apply:

Email cover letter describing your interest in the position, resume, and two references to Pamela Sommers, psommers@verobeachmuseum.org.