EDUCATION PROGRAMS INTERNSHIP

DEPARTMENT: Education and Community Engagement

INTERNSHIP TYPE: Unpaid/Administrative/Project Based

LEVEL: Undergraduate, Graduate/Recent Graduate

AVAILABILITY DESIRED: PT (14-21hrs/wk)

Open since October 2015, the Sugar Hill Children’s Museum of Art & Storytelling is the cultural capstone of BHC’s Sugar Hill development at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. The Museum provides children with opportunities to discover, engage with, and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; storytelling series; and other family programs.

Under the supervision of the Associate Director of Education and Community Engagement, the Intern will be instrumental in expanding our educational mission in Harlem and beyond, as well as growing our education-based programming. The internship provides a great opportunity to gain experience in the arts and education world.

Tasks will include: 1) Group Tours: Assisting with coordinating tours; 2) Programming: conduct research on programming concepts to complement on-view exhibitions, outreach/research on storytellers, and prepare art materials; 3) General: research-driven documentation of programs and visitors, and support with general administrative office duties.

Note: Intern must be available to support our monthly weekend programs, Story Time, History Tales, and PLAYDATE! Free Third Sundays.

Desired qualities/skills: Dynamic, self-motivated, outgoing, highly organized individual with solid research skills, including exceptional writing ability and capacity for working with diverse populations. Keen interest in education, the arts and/or museum studies. Knowledge of Microsoft Office Suite (including Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite required. Interest in program curriculum development and community engagement would be a plus.

HOW TO APPLY
Please submit resume via email to interns@sugarhillmuseum.org with ‘Education Program Intern’ in the subject line. No phone calls, please. This is an unpaid internship.

The Sugar Hill Children’s Museum of Art & Storytelling is committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability.