



MUSEUM EDUCATION INTERNSHIP Summer 2023

Primary responsibilities:

- Support the Museum's docent program by assisting a team of docents (volunteer tour guides) develop the 2024 Virginia Docent Exchange, a professional development conference for Virginia docents that will convene at Randolph College in spring 2024. Responsibilities include administrative assistance, creation of conference materials, and updating conference website.
- Assist with development of educational materials for docent training.
- Assist in facilitation of summer docent training.
- Assist with development of educational materials for school tours.
- Spearhead the reorganization and relocation of art supplies and workshop materials.
- Support the Museum's online content by scanning and converting print exhibition catalogs into e-books.
- Assist Visitor Services by monitoring the Museum's front desk.

Experiences and traits for this role:

- Interest, background, and knowledge of art, art history, education, and/or museums.
- Knowledge of or interest in the Maier Museum of Art collection.
- Strong interpersonal skills.
- Comfort in, or desire to improve, public speaking
- Excellent organizational skills.
- Proactive, self-directed, enjoys learning new information
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) and G-Suite.
- Previous experience working in museum or community education and/or volunteerism a plus.
- Previous experience working in an administrative role a plus.

Internship open to Randolph College rising sophomores, juniors, seniors, and students graduating in 2023.

Stipend: \$2500 for 25/week for 10 weeks, or 250 hours.

Send resume, cover letter, transcript & letter of recommendation to:
Laura McManus, Curator of Education: lmcmamus@randolphcollege.edu

APPLICATION DEADLINE: April 3, 2023