Palmer Museum of Art
Undergraduate Internship Project Description

Title of Internship: Gallery Interpretation and Public Programs Intern

Dates of Assistantship: Ongoing Intern Project, offered every term

Hours per week: 8-10 hours per week

Schedule: Shifts can be flexible, depending on class schedules, but applicants must be available between 9am-4:30pm weekdays and some evenings/weekends.

Staff Supervisor: Brandi Breslin, museum educator

Brief Description of Assistantship:
The Gallery Interpretation and Public Programs intern will work with the Palmer Museum of Art museum educator to plan and implement museum engagement programs for a variety of museum audiences, including Penn State students, faculty, and community members. This intern will also work closely with the museum educator to develop exhibition and collection-related trainings for docent educators. Docents lead tours and outreach opportunities for people of all ages and abilities.

Specific Duties:
• Research, develop and implement art-making opportunities for specific ability levels.
• Gain an in-depth understanding of select Palmer exhibitions, installations and works of art
• Correspond and work with guest artists from campus and the community.
• Create written guides and help lead program volunteers.
• Prepare art materials. Set up and clean-up programs.
• Read and apply assigned print and online texts that detail best practices and new findings in art education, public programs, evaluation, art interpretation and visitor engagement.
• Other duties as assigned. May include involvement in school and educator programs at the museum.

Qualifications Needed:
• Coursework or experience in education, art education, studio art, museum education, community program development and/or art history
• Professional correspondence and strong verbal and written communication skills appropriate in representing the museum
• Research and creative problem solving skills
• Professional attire and appearance, dependable and punctual
• Must be enthusiastic about art, learning, effective communication and creating an accessible environment for all visitors

Learning Objectives for Intern
• Gain experience in museum practices and an understanding of the role of museum education
• Develop skills in research, interpretive planning, and project development
• Improve public speaking, visitor service, leadership and research/writing skills
• Develop professional skills in implementing programs to enhance understanding, enjoyment and engagement of artwork.