

Title: Education Intern
Oklahoma City Museum of Art
Fall/Spring Semester

Date Written: 10-15-07

The Oklahoma City Museum of Art seeks an intern to assist Education Curators in carrying out programs and interpretation of special exhibitions and permanent collection.

Salary: Unpaid

Work Schedule: Flexible, Monday – Friday, mornings or afternoons

Basic Functions:

- Collaborate with Senior Associate Curator and Associate Curator of Education, Visitor Services, Administrative Assistant and curators, as appropriate, for special programs and administrative functions.
- Provide support for creating educational programs and materials, including docent programs, teacher communication, workshops and events

Responsibilities:

- Assist with any of the following:
 - Docent programs
 - Teacher materials
 - Teacher programs
 - Tour reservations
 - Library needs
 - Travel Tours

Preferred Qualifications:

- Detail oriented
- Upper classman/graduate student in art history, art education, or museum education
- Strong interpersonal skills