



## **Museum Education Intern Description**

### **Goal of internship:**

The internship will provide the student with an introduction to standard museum practice and provide hands-on experience in museum work. By the end of the term, the intern will be fully familiar with the education department functions within the museum setting. This will include: teaching from the object, working with students of all ages and disciplines, and conducting classes at the museum.

### **Objectives:**

The intern will experience all facets of museum education in both the school and group services and public programs divisions of the museum including the development, implementation and evaluation of museum education programs. The intern will have hands on experience working with children, adults and families in object-based learning through the development and execution of educational programs. The intern will assist the education department staff in the normal daily work within the department.

### **Evaluation:**

The intern will be evaluated on the basis of his or her performance of the above tasks and the degree of independent thinking which (s)he approaches the assigned tasks. At the end of the internship period, a Museum Intern Evaluation form will be completed by the staff supervisor(s).

Specific duties include:

- Preparing materials for classes.
- Interacting with visitors and groups through educational and instructional activities and tours.
- Developing curriculum and educational programs for various exhibitions.

Experience in the following areas is preferred:

- Museum education experience.
- Experience supervising children.
- Teaching experience.
- Good written communication skills.
- Public speaking skills.
- Background in educational theory and practice.
- Computer skills, word-processing.
- Basic office skills.

The Montgomery Museum of Fine Arts is a mid-sized institution and all staff members, as well as interns, are often called on to do any number of things such as assisting with public programs, basic office work, mailings, etc.

The internship will provide an introduction to standard museum practice and provide a hands-on experience in museum work. At the end of the internship period, a Museum Intern Evaluation form will be completed by the staff supervisor(s). A copy of this evaluation will remain on file in the museum and copy will be forwarded to the intern and/or the faculty advisor. If the intern is seeking college credit and the college has similar forms or requests a report from the museum staff, the appropriate forms or information must be supplied well before the end of the internship period. Finally, an exit interview will be scheduled with the Curator of Education to evaluate the intern's experience and this is kept on file at the museum.

For more information, please contact Jennifer Beradino, Curator of Education, by email [jberadino@mmfa.org](mailto:jberadino@mmfa.org) 334-240-4361.