Education and Outreach Internship – Spring 2016

The MIT List Visual Arts Center is seeking an enthusiastic and curious intern to assist with and facilitate education and outreach programs, including February and April School Vacation Weeks, during the Spring 2016 semester.

Responsibilities
The intern will assist the Campus and Community Outreach Coordinator with research, development, and implementation of a variety of public-facing programs, including: family programs, guided tours, community programs, and exhibition-related events, writing, and outreach. A particular focus will be the February and April School Vacation Week programs, which incorporate teaching, program design, and hands-on art activities for children and adults. Duties will shift depending on department priorities, and an intern can expect some work with PR/Marketing/Social Media and Curatorial departments. Interns should be available two days per week with flexibility during February and April vacation weeks; in addition, some evening and weekend hours may be needed.

Qualifications
Prospective interns should have a demonstrated interest in one or more of the following areas: art museums, working with youth, art education, studio or hands-on experience, gallery teaching and learning, or public speaking. Prior docent or teaching experience is a plus. Interns should be self-starters who are organized, able to write clearly and concisely, work with diverse visitors, and have a close attention to detail. A sense of humor and flexibility are musts. Diverse candidates are encouraged to apply.

To apply:
Please submit a cover letter and resume by January 15, 2016 to:

Courtney Klemens
Campus and Community Outreach Coordinator
MIT List Visual Arts Center
20 Ames St., E15-109
Cambridge, MA 02139 USA
cklemens@mit.edu