

Position Title: Research and Evaluation/Data Analysis Intern
Type of Employment: Part-time
Duration: Semester, possible ongoing opportunities
Work Week: 10-15 hrs/week (during business hours)
Work Location: LeMoyne Center for the Visual Arts
Worksite Address: www.lemoyne.org

LeMoyne Center for the Visual Arts *Internships* are designed to offer students amazing opportunities in programs ranging from arts administration, exhibition and collections, programming, education, membership and fundraising, marketing and public relations, historic preservation and conservation, volunteer management and graphic design, for undergraduate and graduate students of Arts Administration, Art History or Museum Studies, Visual Communications, Journalism and more!

As a *research and evaluation/data analysis intern*, you will be fully integrated into the program and services offered by LeMoyne while working under the direction of the executive director and with key staff members. You will analyze and report on existing visitation data at each of the exhibitions to discover the ebb and flow of visitors exploring days of the week and time of day and create a needs assessment for staffing for each exhibition, as well as collect and analyze data from our education program. Candidates must be available weekdays, have an interest in research and evaluation. Good writing and verbal skills, solid research and data collection and reporting methodologies and solid organizational and time management skills are required.

Applicants must attach a cover letter that addresses the candidate's interest in the internship along with a resume and names of three references.

Essential Duties

1. Assist in the functions of data collection a reporting and with all tasks focused on measuring impact and success across LeMoyne's programs.
2. Develop research and evaluation instruments that enable the project to collect the types of data that can answer the research and evaluation questions (forms and surveys) for measuring exhibitions attendance, opinions, etc., as well as to evaluate LeMoyne education programs, including teacher salaries, impact, success, curriculum, etc.)
3. Assist in the development of plans and timelines for research and evaluation activities.
3. Manage and cultivate relationships with project partners to ensure that the partners remain enthusiastic participants, that they are aware of the parameters or the study and its methods, and that their questions and concerns are addressed.
4. Analyze research and evaluation data using qualitative and quantitative methods to ensure success of project..

Education and Experience

1. Graduate student of Business Administration, Arts Administration, and Research.

Skills & Abilities

1. Ability to solve problems and regularly exercise discretion and independent judgment.
2. Ability to be a team player in active and diverse office environment.
3. Well-developed research and organizational skills.
4. Self-directed; ability to take initiative and anticipate actions needed; excellent interpersonal skills.
5. Ability to be organized, juggle multiple tasks and meet deadlines.
6. Interest and knowledge in social science research, program evaluation, museum learning or school-based research and evaluation.

Please send cover letter, resume and references to:

Carole Bernard
Executive Director
LeMoyne Center for the Visual Arts
125 N. Gadsden Street
Tallahassee, FL 32301
carolebernard@lemoyne.org