

**Position Title:** Education Intern-Administration  
**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](http://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 an *education administrative intern*, you will be fully integrated into the education work under the direction of the education coordinator and be involved in the management of the education office, including updating databases, filing and providing customer service to LeMoyne constituents. Candidates must be available weekdays, have an interest in education and learning gallery/museum educational programming procedures and have the ability to work independently. Good customer service and administrative experience, 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 the department and with all tasks related to managing the administrative work for the education department.
2. Maintain database and update frequently, assist with bulk mailings, mail merge, filing and maintaining art supplies inventory.
3. Manage payment process and records for class registrations.
4. Interact with the LeMoyne staff, members and volunteers, parents, youth, teachers and other LeMoyne constituents to exchange information on the exhibitions.

#### **Education and Experience**

1. Undergraduate or graduate student of Arts Administration, Business, Education and Early Childhood Development.

#### **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. Proficiency with Microsoft Office: Word (mail merge), Excel (formulas) and PowerPoint.
7. Solid understanding of payment transactions and record keeping.

Please send cover letter, resume and references to:

**Anna Myers**  
**Education Coordinator**  
**LeMoyne Center for the Visual Arts**  
**417 E. Call Street**  
**Tallahassee, FL 32301**  
[education@lemoyne.org](mailto:education@lemoyne.org)