

Position Title: Education Intern - Children's Outreach
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 an *education outreach intern*, you will be fully integrated into the education work under the direction of the education coordinator and be involved in the development, planning and coordination of education activities, including but not limited to development of outreach plan to market education programs and events; serving as activities coordinator for education and events, recruiting and working with teachers and LeMoyne staff. Candidates must be available some weekdays and mostly on the weekends, have an interest in education and learning gallery/museum educational programming procedures and have the ability to work independently. Good outreach 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 education programs, development, planning and execution of events and activities, including Art in the Park, PreK ArtSpark and birthday parties.
2. Develop outreach methods for teacher recruitment and marketing of LeMoyne education programs and services.
3. Work with the education coordinator and executive director to prepare content for the LeMoyne website and quarterly newsletter, highlighting education programs and services, events, classes, etc.
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 Early Childhood Development, Education.

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, Excel and PowerPoint.

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