

Position Title: Programming 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, fundraising, marketing and public relations, historic preservation and conservation, and volunteer management and graphic design, for undergraduate and graduate students of Arts Administration, Art History or Museum Studies, Visual Communications, Business, Journalism and more!

As a *programming intern*, you will be fully integrated into the curatorial work under the direction of the curator and be involved in all stages of programming including the development of gallery talks, colloquiums, lectures to accompany the exhibitions, as well as managing the docent corps. Candidates must be available weekdays, have an interest in learning gallery/museum programming and have the ability to work independently.

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 necessary to develop programs and materials to accompany exhibitions, such as gallery talks, lectures and education modules or tour designs.
2. Assist with outreach and communications follow-up with local, regional and national groups and individuals to create a database of current and potential speakers and lecturers.
3. Prepare education modules and present templates for programs relating to the interpretation of the collections and special exhibitions for the public, including gallery texts, publications, lectures, electronic media and docent training.
4. Work with the curator and executive director to prepare content for the LeMoyne website and quarterly newsletter, highlighting permanent collection, events, exhibitions, artists, programs and services.
5. Interact with the LeMoyne staff, members and volunteers, the public, visiting scholars, students and other LeMoyne constituents to exchange information on the exhibitions.

Education and Experience

1. Undergraduate or graduate student of Arts Administration, Art History, or Museum Studies.

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 written and oral communication skills; ability to communicate with center staff and the public in a knowledgeable and professional manner.
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:

KC Williams

Curator

LeMoyne Center for the Visual Arts

125 N. Gadsden Street

Tallahassee, FL 32301

curator@lemoyne.org