

### Summer 2019 Education Internship

- Reports to: Education Director
- Dates: Summer Semester, June 4 - 29 and July 8 – Aug 9
- Hours may vary week to week (typically 8:30 AM - 3:00 PM)
- Compensation: Non-paid / High School/College credit
- Classification: Full Time

Houston Center for Contemporary Craft (HCCC) seeks a Craft Camp Intern to assist with the Center's Summer Craft Camp educational programming. The intern will work with children ages 5 - 12 and gain hands-on experience using a variety of teaching skills through observing and assisting Craft Camp teachers, as well as through facilitating gallery activities, art projects, and games. Under the guidance of education staff, the intern will also have the opportunity to lead short lessons and activities.

### Responsibilities

- Help run the day-to-day activities of an art camp, including student pick-up, drop-off, media promotion, planning lessons and activities, updating registration, and assisting in the studio.
- Prepare materials and samples for Craft Camp and other education programs.
- Aid campers with instructions, projects, and other tasks.
- Help instructors with set-up and clean-up tasks daily.
- Encourage children in their art projects and modeling skills, and help them problem solve when needed.
- Lead short projects and activities that align with exhibitions and other content.
- Help mount mini-exhibitions of student work and set-up/clean-up for related opening receptions.
- Organize and maintain an inventory of the education supplies cabinet.
- Interact with and teach the general public during Hands-on Houston craft activities and other educational programs.
- General office and administrative tasks in support of the Education Director and Education and Programs Manager.
- Assist the general public with questions regarding HCCC and its programming.
- Help with other duties as assigned by the Education and Programs Manager.

### Requirements

- Open to high school and college students; may count towards community hours or class credit
- Ideal for those wishing to gain experience with art education or working in a museum environment
- Punctual and Responsible
- Previous experience working with children or education is preferred
- Must pass background check to work with children
- Clean and neat appearance
- Willingness to work a flexible schedule, including nights and weekend programs

**How to Apply:** Apply at [http://craftthouston.formstack.com/forms/internship\\_education-v3](http://craftthouston.formstack.com/forms/internship_education-v3). Please complete the form and upload a cover letter, including current resume and references. HCCC is looking to fill this position as soon as possible.