



Fall 2019 Education Internship

- **Reports to:** Education Director
- **Dates:** Fall Semester, Dates TBD
- **Compensation:** Non-paid / High School/College credit
- **Classification:** Part Time

Houston Center for Contemporary Craft (HCCC) seeks an Education Intern to assist with the Center's monthly educational programming.

Responsibilities

- Prepare materials, samples, and material price lists for Hands-on Houston and other education programs.
- Develop and plan upcoming potential projects that align with exhibitions, including sample projects, materials list, potential material price list or donation possibilities.
- Clearly outline the possible steps for each project, how long it will take, how many volunteers might be needed, and potential set-up for the activity.
- Make sure projects encourage participants to be creative and practice problem-solving; projects should include several artistic solutions.
- 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.
- Maintain the education statistics spreadsheet.
- General office and administrative tasks in support of the Education Director and Education and Programs Manager.
- Work with the Education and Programs Manager to develop a list of potential workshops for HCCC that would encourage artistic problem solving.
- Assist the general public with questions regarding the Center and programming.
- Other duties as assigned by the Education Director and Education and Programs Manager.

Requirements

- Punctual and Responsible
- High School Diploma or equivalent
- Current student or recent college graduate in the field of education, arts/administration, or related field
- Knowledge of Microsoft products
- Willingness to work a flexible schedule, including nights and weekend programs
- Ability to learn/or knowledge about contemporary craft
- Ability to work with children

How to Apply:

Go to http://craftthouston.formstack.com/forms/internship_education_fall_2019. 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.