



### Education & Programs Internship, Summer 2020

- Reports to: Education and Programs Manager
- Dates: Summer Semester, June 1 - Aug 14, 2020
- Hours vary week to week (typically 8:30 AM - 3:00 PM)
- Compensation: Unpaid / High School/College credit
- Classification: Full Time

The Education & Programs Intern will assist with organizing and implementing HCCC's educational programs, with a focus on the Summer Craft Camps program for children ages 5-12. The intern will 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

- Learn about the day-to-day activities of an art camp, including student pick-up, drop-off, marketing and promotion, planning lessons and activities, registration, and assisting in the studio.
- Prepare materials and samples for Summer Craft Camp and other education programs.
- Aid instructors with instructions, projects, and other tasks.
- Help with set-up and clean-up daily.
- Encourage children with art projects and modeling skills and help to problem solve when needed.
- Lead short projects and activities that align with upcoming exhibitions and other content.
- Help mount mini-exhibition of student work and set-up/clean-up opening reception events.
- Organize and maintain an inventory of the education supplies cabinet.
- Interact with and teach the general public during other events, such as Hands-on Houston family days, workshops, and more.
- General office and administrative tasks in support of the Education + Residency Director and Education and Programs Manager.
- Assist the general public with questions regarding the Center and programming.
- Other duties as assigned by the Education and Programs Manager.

### Requirements

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

**How to Apply:** Apply at [http://crafthouston.formstack.com/forms/internship\\_education-v3](http://crafthouston.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.