



MINNESOTA
MUSEUM of
AMERICAN ART

Visitor Services and Special Events Intern (Temporary/Stipend) Minnesota Museum of American Art

Mission: *The Minnesota Museum of American Art inspires people to discover themselves and their communities through American art.*

Description: The Minnesota Museum of American Art offers interns unique opportunities to develop new skills, refine existing ones, and contribute to the operation and success of a growing, dynamic museum. The M is accepting applications for a Visitor Services and Special Events Internship. The position is approximately 13 weeks long; required hours are Saturday and Sunday, 10 a.m.- 4 p.m. with one additional weekday of the intern's choosing, hours flexible.

This intern will assist the Volunteer and Visitor Services Coordinator in managing the Museum's gallery. As the first person visitors meet, this position is highly visible and requires knowledge of upcoming exhibitions, events, and programs. Interns can expect to gain experience and/or knowledge in: leadership skills; Microsoft Excel, Adobe InDesign, and social media tools; volunteer training; day-to-day operations of a small museum; cash handling procedures; event set-up; tech set-up; opening reception procedures; opening and closing museum guidelines; and management of a volunteer database.

Duties and Responsibilities:

- Manage the gallery during weekend hours
- Create operational and managerial documents such as, but not limited to, exhibition handbooks for volunteers, flyers, posters, and various promotional materials of upcoming events and exhibitions
- Work with the Curator of Learning and Engagement to ensure that the Materials Lab is stocked and welcoming
- Assist during special events on weekdays and weekends as necessary
- Answer questions about memberships, donations, and the Museum's mission

Qualifications:

- Ideal candidates are at a junior or senior level in college, in a graduate degree program, or are post-collegiate and looking for experience in the field
- Customer service experience preferred but not required
- Be self-motivated and able to work efficiently without supervision
- Professional demeanor
- Background check required, decisions made on a case-by-case basis
- Positive, proactive attitude that enjoys working with public
- Adaptable to changing and challenging environments
- Willingness to learn new skills
- Must have working knowledge of Microsoft Word, printers, and phones
- Passion for art, creativity, and people

College Credit Available: Internships can be tailored to meet individual college credit requirements. Interns are responsible for full disclosure of requirements during the interview process, for ensuring paperwork is given to supervisors in a timely manner, and that all required documents are submitted when due.

Stipend: \$300, to be distributed at completion.

Time Commitment: 15-20 hours a week, 13 weeks in length (flexible).

How to Apply: Submit cover letter, resume, and three names of references via email to Jennifer Hensley, Director of Operations at jhensley@mmaa.org. Please do not submit any additional materials by mail or in person.

Application Deadline: Friday, July 14, 2017

MMAA is committed to building, strengthening, and maintaining a diverse workforce and strongly encourages those who self-identify as persons of color, Indigenous persons, disabled, and LGBTQIA to apply.

Affirmative Action, Equal Opportunity Employer