

MUSEO DE LAS AMERICAS

SUMMARY DESCRIPTION

This internship position will play a crucial role in the planning and implementation of Museo's summer programming which includes the two-week Los Jovenes Leadership Lab for 12-14 year olds and the three-week Summer Arts Camp for 4-11 year olds. The intern will work closely with Museo's Education Director and Coordinator in all aspects of the organization and facilitation of both programs, from outreach, logistics, budgets to program operations and teacher/classroom support. This is an excellent opportunity for students considering a career in education, project management, and museum studies/arts & culture.

RESPONSIBILITIES

- Work with Education staff to learn how a major educational program is successfully organized and executed.
- Perform outreach to partners, teachers, and parents.
- Help manage program budget by keeping track of revenue and expenses.
- Engage Denver youth and assist teachers during Leadership Lab classes in the areas of visual arts, technology, leadership, theater, music, and dance.
- Help run camp operations by ensuring the day's activities and presentations are on schedule.
- Perform data collection and analysis of program surveys.

QUALIFICATIONS

- Enjoys working with youth ages 4-14.
- Interest in arts education and social justice.
- Bilingual in Spanish is preferred.
- Team player who is open minded and respectful of diversity and inclusiveness efforts.
- Ability to multi-task, willingness to learn and follow directions, and ability to present information in a courteous, professional and welcoming manner.
- Excellent organizational, interpersonal, computer, writing, and communication skills.

INTERN TIME (IN CATEGORIES)

The intern will spend approximately two weeks (40 hours/wk, 80 hours total) in the planning phase of the summer programs. Then for five weeks (40 hours/week, 200 hours total), the intern will be immersed in the implementation of the programs. The remaining 20 hours will be spent on program wrap-up which will include data collection and reporting.

TYPICAL WORK SCHEDULE

The work schedule for this position will be 40 hrs/wk, Monday-Friday 9:30 AM to 5:30 PM during the planning phase. During the program implementation phase, the schedule will be 8 AM to 4 PM.