

Racine Art Museum Association, Inc. Job Description

Position Title: Art Education Intern

Department: Education

Status: Internship paid through Area University

Reports To: Curator of Education

General Summary of Position: The Racine Art Museum Association (RAMA) Art Education Intern will assist the Curator of Education and the Education Department staff at the Racine Art Museum and RAM's Wustum Museum with conception, planning, preparation, organization and facilitation of all education programs. These programs include art studio classes, tours, family programs, community art events, RAM on the Road, SPARK! and other art activities as needed. The Art Education Intern will be actively engaged in all areas of the museum's education programs and will have a full comprehension of RAMA's Education mission. An important aspect of this Arts Education Intern is learning to market and promote classes and education programs under the direction of the Curator of Education following guidelines and branding strategies established through the marketing department.

Principal Job Functions:

1. **Assisting educational staff with the concept, planning and implementation of community art programs by**
 - Working at community art programs including school programs, community and family events such as Outreach 4, Free Fridays, Drop In for Art, SPARK! and more.
 - Promoting the programs to families, schools, community artists and students
 - Organizing the of materials and supplies for programs
 - Be the on-site community artist contact during various events
 - Help facilitate children and family programs
 - Assist with off-site art programs for a variety of organizations through *RAM on the Road*, *Wustum on Wheels* program.
2. **Investigate and develop new tools for promoting education functions through social media outlets and networking opportunities.**
3. **Help and assist art faculty with children's class material prep and organization:**
 - Assist and help plan, prep and facilitate classes and workshops
 - Organize and coordinate volunteer art assistant schedules and job duties
 - Help promote education offerings with area organizations and throughout the community
 - Liaise with art faculty to help order and prep supplies
 - Plan and implement kid's games and activities thematic to camps and classes during free time and lunch time
 - Stay actively engaged with children during all kids' classes and camps and assist teacher with all projects.

4. **Attend New Docent Training**
 - Learn and understand tour concepts and interpretive art pedagogy procedures
 - Lead and assist with tours when needed.
5. **Update the manual for future Art Education and Community Engagement Internship positions.**
6. **Attend special events at RAM and Wustum to assist as a gallery greeter, education ambassador and other duties as assigned.**

Required Knowledge and Skills:

- Personal computer skills to organize and maintain information in a variety of formats and media, in order to assist with both electronic and paper files.
- The ability to communicate effectively and efficiently with staff, artists, museum vendors, and visitors.
- Flexibility in scheduling—some weekend and evening hours are required to staff museum events
- Valid driver's license

Education and Experience: Post high school studies and experience or interest in art history, art education, studio art, or related areas.

Physical Requirements and working conditions:

This position is in an office environment, classrooms, in galleries at both museums, as well as locations off-site. This position involves long periods of time sitting at a desk using a computer, walking, standing, and some lifting or carrying. It is rated as light work, exerting up to 20 pounds of force regularly in an office environment.

Work/Study Students:

Work/study students are welcome to apply.

Send: Cover Letter, Resume, List of 3 Professional References with their contact information via email to: Michelle Ortwein, mortwein@ramart.org or via mail to: Michelle Ortwein, Volunteer Coordinator, RAM, PO Box 187, Racine, WI 53403

For more information please contact Michelle Ortwein or view the RAM internship site:
<http://www.ramart.org/internships-ram>

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