



## Racine Art Museum Association, Inc. Job Description

**Position Title:** Art Education Intern

**Date:** June 2024

**Department:** Education

**Status:** Hourly; minimum wage

**Reports to:** Director of Education

### General Summary of Position:

The Racine Art Museum Association (RAMA) Art Education Intern will assist the Director of Education and the Education Department staff at the Racine Art Museum and RAM's Wustum Museum with the conception, planning, preparation, organization, and facilitation of all education programs. These programs include studio art classes, tours, family programs, community art events, *RAM on the Road*, *SPARK!* memory loss engagement program, and other 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 position is learning to market and promote classes and education programs under the direction of the Director of Education while following guidelines and branding strategies established through RAMA's Marketing Department.

### Principal Job Functions could include:

1. Assisting Education Department staff with the conception, planning, and implementation of community art programs
  - Working at community art programs including school programs, community and family events such as Outreach 4, Free First Fridays, Free Drop-in for Art, *SPARK!* memory loss engagement program, and more.
  - Promoting the programs to families, schools, community artists, and students
  - Organizing the materials and supplies for programs
  - Act as an on-site community artist contact during various events
  - Help facilitate children's and family programs
  - Assist with off-site art programs for various organizations through *RAM on the Road/Wustum on Wheels*
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 with planning, preparation, and facilitation of art 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 prepare supplies
  - Plan and implement kids' games and activities according to camp and class themes
  - Stay actively engaged with children during all kids' classes and camps and assist teachers with 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 Intern 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 various formats and media to assist with both electronic and paper files.
- The ability to communicate effectively and efficiently with staff, artists, and 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 interest or experience with art history, art education, studio art, or related areas.

**Work/Study Students:**

Work/study students are welcome to apply.

**Send:**

- Cover letter addressed to Katelyn Mitchell
- Resume
- List of three professional references with their contact information

Via email to RAM Curatorial Assistant Katelyn Mitchell at [kmitchell@ramart.org](mailto:kmitchell@ramart.org)

For more information, please contact Katelyn Mitchell or visit the RAM website at [ramart.org/get-involved/internships](http://ramart.org/get-involved/internships)