



Milwaukee Art Museum
High School Internships
JOB DESCRIPTIONS

Time Period June 27- August 7, 2010

Education—Family Programs (3 internship positions available)

Do you love art, learning, and working with children? If so, the Youth & Family Programs Internship may be just for you. Interns will learn how the Milwaukee Art Museum works to connect youth and family audiences with art by assisting with studio activities, special events, and interactive displays. This will take the form of learning more about the Museum's Collection, assisting teachers, research, preparing materials, and interacting with visitors. Interns will also keep a journal of their experience. The Milwaukee Art Museum Education department provides programs, events, tours, classes, and written material that inspire all Museum visitors—families, children, students, teachers, adults—and engage them in the works of art in the Museum's collection.

Curatorial Library/Archives (1 internship position available)

The Milwaukee Art Museum's George Peckham Miller Art Research Library serves the Museum and its patrons as part of the Curatorial Department, which is responsible for managing, maintaining, and researching the Museum's art collection. This intern will be responsible for cataloguing artist files into the library's main database. Artist files contain general ephemera, such as articles, gallery announcements, etc., for more than 2,000 artists represented in the Museum's vast art collection. This position will provide the student with exposure to all aspects of art librarianship and archives management. For students who may be interested in a career in art history and/or museum studies, interning in the library/archives will offer firsthand experience with art historical research and information management.

Visitor Services (1 internship position available)

The Visitor Services department greets and welcomes every visitor who enters the Milwaukee Art Museum. This is an excellent opportunity for a student who is outgoing and excited to interact with people of all ages and backgrounds would be a great fit for this internship. The main project for this intern will be to compile a training manual for the Museum's Front Desk Customer Experience Representatives. The intern will also spend time at the Front Desk, welcoming visitors, directing visitors into the Museum, answering visitor questions/telephone, assisting with wheelchairs when needed, and preparing visitor orientation materials.

Marketing and Communications (1 internship position available)

The Marketing and Communications department at the Milwaukee Art Museum is responsible for reaching out to the community to increase visitor attendance to our many wonderful exhibitions and programs. In our efforts we advertise our collection, exhibitions, and programs through many different channels like email, print, and online advertising, as well as social media. The primary project for the intern in the Marketing department will be to work under our Marketing Coordinator and Interactive Designer to reorganize and coordinate some aspects of our web-based social media (e.g. Flickr). Included in normal daily activities would be assisting the Marketing and Design department in day-to-day administrative tasks.