Job Description

Job Title: AAMD Summer Intern (Teen Programs)
Department: Learning
Reports To: Megan Green – Manager of Studio Initiatives
Responsibility: Coordinating a Teen Takeover Night
Salary Range: $13 an hour
FLSA Status: Paid Internship through the AAMD
Work schedule: June 3 – August 26, 2020
Monday – Friday 8:30 – 5:30, Thursday 11 -8
Prepared/Revised Date: January 2019
Deadline March 15, 2020

Internship Guidelines:
The AAMD Internship is a paid, 12 week long, full-time summer internship that will expose one undergraduate student from the Central Ohio into the world of a professional museum career at the Columbus Museum of Art. The intern is expected to work 36 hours a week. This internship is only available to undergraduate students (sophomores, juniors, and seniors). The AAMD Intern will go to two professional development gatherings. The first professional development gathering will take place on May 17 – 20, 2020 at the American Alliance of Museum (AAM)’s Annual Meeting in San Francisco. The second will take place in the Summer/Fall of 2020. The intern will be mentored by the Manager of Studio Initiates within the Learning Department of CMA. The mentor will provide overall counsel on their professional development and direct their activities.

Job Summary:
The role of the intern would be to lead a committee of 6-8 teens who will facilitate an evening event for teens and designed by teens at the Columbus Museum of Art on Thursday, July 30th. The evening experience should showcase talents and skills of teens, as an extension of CMA’s Teen Open Studio (TOS). The intern would organize and mentor the teens to help source talent, design activities, and secure musical and theatrical performances from other local teen groups or creatives. The intern would develop important leadership skills necessary for non-profit work. Additional responsibilities would including budgeting, marketing, event execution, and community engagement.
Responsibilities:
- Conduct interviews to determine the final group of six to eight committee members for Teen Takeover Night (TTN).
- Meet weekly on Thursday evenings, in conjunction with TOS, to coordinate and plan TTN.
- Organize and mentor the teens to help source talent, design activities, and secure musical and theatrical performances from other local teen groups or creatives for TTN.
- Attend TTN and wrap-up activities including a final touch base with the organizing teen committee.
- Assist with public programming for a major Aminah Robinson exhibition opening at CMA in early July 2020 with the goal of aligning the Teen Takeover Night event with some elements of the exhibition celebrating Aminah’s life in Columbus and her passion for “passing on” our stories.
- Assist with other public and studio programs as needed including Think Like an Artist Thursdays, Summer Art Workshops, Open Studio, etc.
- Assist with visitor engagement inside Teen Open Studio, as well as building awareness through social media and local outlets.

Qualifications:
1. Student must be enrolled as undergraduate in their sophomore, junior, or senior year of college.
2. Student must reside within Central Ohio
3. Demonstration of one or more applications: community engagement, mentorship or social services, leadership of event or programming.
4. Goal oriented, self-starter, proven organizational skills.
5. Excellent communication, people, and problem-solving skills.
6. Positive attitude, sense of humor and a willingness to meet new people.
7. Willingness to be flexible with work schedule to accommodate programs.
8. Must have reliable transportation.

Uniform Requirements:
This position does require casual work attire.

Physical Demands:
Must be able to read, comprehend, and communicate via email, phone, and in-person. Must be able to understand and follow verbal and written instructions. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
Each employee is responsible for promoting the CMA mission and values, creating and fostering both a positive work environment and a positive visitor experience. Every employee is responsible for fostering a positive, collaborative, team-focused environment in working with colleagues at all levels within the organization, and with visitors of all ages and backgrounds. CMA work environment experiences a full range of activity from bustling activity to quiet, contemplative work.
How to Apply:
E-mail a cover letter, resume, and list of three professional or educational references (name, title, address, e-mail (if available), and telephone) to employment@cmaohio.org, or submit in writing to Human Resources, Columbus Museum of Art, 480 E. Broad Street, Columbus, Ohio 43215.

Due to the anticipated number of applicants, CMA will directly contact those applicants being considered for interviews. No telephone calls, please.
Deadline for completed applications is March 31, 2020.