

KIDSfair Internship

Department: Education

Reports to: Education Coordinator

Term: March/April – August 2020

Hours: April/May/August: 6–8 hours per week; June/July: 6–10 hours per week (flexible)*

Compensation: Experience/college credit only

**The week of KIDSfair (July 20–26, 2020), more hours will be necessary to finalize logistics and be at the event.*

BELLEVUE ARTS MUSEUM

Bellevue Arts Museum is a space where artists and audiences directly participate in the exchange of ideas, illuminating and enriching their joint experience of art, craft, and design. Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture, working with artists, designers, and makers to understand their shared experience of the world.

DESCRIPTION

Bellevue Arts Museum is seeking an individual for an internship in the Education Department. This person would assist with a wide range of planning and coordinating duties for KIDSfair, a three-day free event in association with Bellevue Arts Museum ARTSfair. KIDSfair takes place at the Museum and annually draws 10–12,000 visitors, mostly children, to participate in hands-on art making activities hosted by the Museum and community partners. This intern will work closely with the Education Coordinator and ARTSfair Producer to plan organize activities, coordinate with community partners and volunteers, and run logistics for the event. The internship offers excellent experience for individuals interested in museum education, family programs, arts learning, and public programming.

Bellevue Arts Museum will work with students to provide educational opportunities that meet college requirements. We encourage interns to seek academic credit for their internship and will assist in any way to help the intern receive it. Check with your advisor or department chair to inquire about your school's requirements.

POSITION RESPONSIBILITIES

- Research and refine art activities for KIDSfair
- Define themes and learning goals
- Coordinate with community partners to plan activities and logistics
- Assist Education Coordinator with supplies and budget
- Order, prepare, and organize supplies for all activities
- Help decide layout, station locations, and other logistics
- Assist with the scheduling and management of volunteers
- Administrative tasks such as copying, printing, etc.
- Be on site to help run KIDSfair on July 24, 25 & 26
- Document and summarize event successes and recommendations for future KIDSfair events

REQUIREMENTS & QUALIFICATIONS

- Enthusiasm for working with children in a creative setting
- Degree, or a student pursuing an undergraduate or graduate degree
- Excellent written communication skills with correct grammar and spelling
- Interest and experience in museum education, arts education, or related field
- Proficiency in the Microsoft Office Suite is a must (PowerPoint, Excel, Word, Outlook)
- Ability to plan, think through scenarios, and problem solve
- Must be able to work independently and in a team
- Physical requirement: Manual dexterity and ability to lift up to 25 lbs.

TO APPLY

To apply, email a PDF of your résumé and cover letter to **Colleen Shelton, Manager of Volunteer Programs** at colleens@bellevuearts.org. No calls, please.

Bellevue Arts Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.