

## High School Education Department Internship | Fuller Craft Museum

### **Purpose:**

Fuller Craft Museum offers expansive opportunities to discover the world of contemporary craft. By exploring the leading edge of craft through exhibitions, collections, education, and public programs, we challenge perceptions and build appreciation of the material world. We wish to foster this in the next generation of museum professionals by offering paid internships. A paid internship at Fuller Craft Museum offers practical experience, collaboration with our professional staff, and exposure to various aspects of general non-profit operations. Interns will gain valuable skills such as teamwork, leadership, and creative problem solving, while developing their professional interests.

Our 6-month High School Internship Program provides two roles for current high school students in Fuller Craft's Education Department. Chosen applicants will learn about museum work and museum education through hands-on projects, workshops, field trips, and programs. They will be supervised by the Education & Outreach Programs Manager.

### **Intern Responsibilities:**

The internship will last from October, 2022 through May, 2023 with an expected commitment of 10 -15 hours per month. Both interns are required to come to Fuller Craft for a weekly meeting after school on one weekday. Some weekend or additional weekday hours will also be assigned with advance notice as needed. Interns will not be expected to work during school vacations.

Past interns helped with departmental work including producing short videos on art projects and current exhibitions, writing and illustrating "grab-and-go" gallery games for families, interviewing an artist, and assisting with youth art classes and public museum events. They also participated in workshops on museum education practice and resume writing, as well as a field trip to another museum.

Future intern projects may include creating posts for social media, writing and illustrating a guide to the museum galleries, producing a podcast episode on a current exhibition, developing and leading a museum tour, and planning a "Teen Night" event. 2022-23 Interns will also help with youth art classes and public museum events.

### **Compensation:**

All high school interns are paid \$15 per hour. FCM has a bi-weekly pay period.

### **Eligibility:**

The High School Internship was formed to provide opportunities in the local community for young people from backgrounds historically underrepresented in the museum field to gain exposure to museum work. For this reason, we encourage applications from candidates that self-identify as BIPOC (Black, Indigenous, and People of Color) and require current residency in Brockton.

Essential qualifications:

- Currently enrolled junior or senior high school student

- Interest in learning about museum work
- Availability on some weekend mornings and weekday afternoons
- Interest in working with audiences of all ages, especially children
- Mature, flexible, creative, and professional
- Excellent interpersonal and communication skills
- A passion for the arts and an interest in learning about contemporary craft
- Fluency in English

**Advantageous:**

- Experience working with children
- Experience with craft, i.e., wood, glass, metal, ceramic, fiber, and/or art-making
- Knowledge of a language other than English

**How to Apply:**

Optional information session September 15<sup>th</sup> at 6 PM on Zoom. Link to join:

<https://us02web.zoom.us/j/85635452712>

Applications are due September 26, 2022 at 11:59 PM. The expected start date for the chosen applicants is during the week of October 18, 2022.

Interested applicants must submit the following:

- An application form (to be completed by the student)
  - Link to application form: <https://forms.gle/ynMD9QCHBbVYPCxz8>
- A reference form (to be completed by an adult that knows you from a professional, extracurricular, or academic setting).
  - Link to reference form: <https://forms.gle/jyLw5muQcYxgRDkK7>

Applications missing one of the two forms will not be considered complete and will be ineligible for consideration. If your application is a good fit for the role, a staff member will contact you to set up a phone interview in early October.

Please contact Emma Ellis, Education & Outreach Programs Manager, at [eellis@fullercraft.org](mailto:eellis@fullercraft.org) with any questions.