



## EDUCATION INTERN

AVAILABILITY: Spring 2018

WHO WE ARE: Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings. The main Museum building interior contains four and a half acres of floor space on two levels. It has 45 galleries, 15 classroom studios, the 1,750-seat Peristyle concert hall, the 176-seat Little Theater lecture hall, the Resource Center for Educators, the Family Center, the Visual Resources Collection, the Museum Café, and the Museum Store featuring **Collector's Corner**. **The Glass Pavilion has five galleries, a glass study room, classrooms, two hotshops, a multipurpose GlasSalon, public and private courtyard space, and a coffee bar.**

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year.

AREAS OF INTERESTS: Museum Studies, Education or other related discipline

SUMMARY: The Education intern will be responsible for the supporting the logistical and programmatic needs of the *Looking Forward, Thinking Back* seminar series. The intern will collect, organize, and distribute workshop materials. They will assist in preparing seminar materials and provide key logistical support throughout the sessions. Between seminars in the series, the intern will be the main point of contact for the teachers. Providing resources and support to encourage on time completion of project assignments. After the seminars, the intern will work with TMA Staff to collect, refine, and digitize curriculum developed during the workshop for distribution via [toledomuseum.org](http://toledomuseum.org)

RELATIONSHIPS: Mentorship from the Manager Curriculum and opportunity to collaboration with various staff members in the education department.

EDUCATION, EXPERIENCE & COMPETENCIES: Active college enrollment status; museum studies, education or related major; computer savvy and highly proficient in Word, Excel and Outlook. Extreme attention to detail and strong interpersonal skills.

WORK ENVIRONMENT: Standard open concept office work environment with related phone, computer and printer noise; position requires the ability leverage technology including smart boards, computer, printer and phone systems; the person in this position may be required to communicate with public.

APPLICATION PROCESS: Submit internship application or resume via email to [jobs@toledomuseum.org](mailto:jobs@toledomuseum.org) Please include the internship title in the subject line.

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.*