



POSITION: Program Assistant
AVAILABILITY: January-May 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, Art History

SUMMARY: This temporary/part time position will supervise a team of teen apprentices and assist a visiting artist during workshops. The position will also assist with oversight during (2) Teen Night events and help with program evaluation and documentation.

RELATIONSHIPS: Mentorship from the Docent Program Manager; opportunity to collaborate with various departments from across the Museum, and students.

EDUCATION, EXPERIENCE & COMPETENCIES: Active college enrollment status; museum studies, education, art history or related major; outgoing personality and a capacity to build rapport with Museum visitors and youth staff; ability to work flexible hours including evenings and weekends; interest in and experience with engaging and interacting with visitors, especially youth; computer savvy and self-motivated.

WORK ENVIRONMENT: Position requires physical mobility – must be able to move about posts during entire shift. Must be able to communicate verbally both person-to-person or electronically and visually observe all activity on assigned posts. The person in this position frequently communicates with public membership and staff and must be able to exchange accurate information in these situations. May occasionally lift up to 20 pounds.

APPLICATION PROCESS: Submit internship application or resume via email to 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.

Good for you. TMA