



EDUCATION AND COLLECTIONS INTERN

Museo de Las Américas (Museo) is a non-profit community arts museum dedicated to educating our community through the collection, preservation, interpretation and exhibition of the diverse arts and cultures of the Americas from ancient to contemporary. We do this through curating innovative exhibitions, delivering high-quality programming and hosting culturally valuable events. Museo is seeking an intern with an interest in this mission, and a desire to learn more about our Education and/or Collections departments. Together with the supervisor and department leads, the intern may adjust their internship duties based on their personal interests and skills.

Education Internship

Position Purpose:

Museo's Education Intern is responsible for (but not limited to) assisting in the planning, preparation, and logistics for Museo's numerous educational outreach programs such as Los Jóvenes Leadership Lab, Summer Arts + Culture Camp, and Art of Cultura Workshops.

Key Responsibilities Include:

- Prepare and deliver arts-integrated educational programming for students K-12 (25%)
- Assist in the preparation, execution and scheduling of all education outreach programs including the creation and delivery of art kits for digital workshops (25%)
- Aid in the coordination and execution of our annual Summer Arts + Culture camp (20%)
- Host educational workshops at art festivals throughout the city such as the Cherry Creek Art Festival and the Día de Muertos event at the Botanical Gardens (10%)
- Evaluate and suggest improvements for educational programming, including DEI improvements (10%)
- Attend Museo staff meetings and events as necessary, which may include occasional weekend and/or evening hours (5%)
- Additional duties as assigned by Museo's Programming & Interpretation Manager (5%)



- **Candidate Profile:** Candidates should have a desire and passion to expand their knowledge and experience in the field of cultural education. The ideal candidate will possess excellent written and verbal communication skills; be organized and methodical; have excellent problem solving-skills; be analytical and logical; be Innovative, creative, and personable; and be interested in the workings of a thriving non-profit and cultural institution.

Key Skills and Interests:

- Intermediate level of Spanish required
- Experience working with youth
- Educational background
- Logistical planning abilities
- An interest in cultural education
- Classroom management skills
- Detail-oriented and team worker
- Public speaking abilities
- Group management skills

Roles and Responsibilities

- Completing administrative duties
- Assist in education programming for students K-12
- Assist in the preparation, execution, and scheduling of all education outreach programs including the creation and delivery of art kits for digital workshops.
- Evaluate and develop improved techniques to produce educational programs.
- Aid in the coordination of our children and youth camps.
- Assist with educational activities for Museo's Summer Art Camps, Jóvenes Leadership Lab, and other public art fairs and events Museo participates in offsite as needed.
- Additional duties as assigned.