



## **Art Education Fellowship – Graduate Level**

### **Interested in museum education programming, professional development, and equity and inclusion?**

The Art Education Fellow will work with a group of staff from the Palo Alto Art Center to plan and deliver meaningful professional development opportunities and support to our cohort of summer undergraduate interns and teen leaders. The Fellow will support the cohort of Youth and Teen Studio Art Interns with daily summer camp operations, serving as staff lead in Art Center camps. The position will report to the Director of Volunteer Engagement and the Director of Education.

### **In this role, you will...**

- Assist with coordination of professional development opportunities for the Art Center's intern cohort, working closely with staff and external colleagues
- Observe and participate in above opportunities
- Work with Director of Volunteer Engagement to support daily management of intern cohort, specifically working with the Youth and Teen Studio Art Intern team
- Support Education Department staff and Youth and Teen Studio Art Intern team with daily summer camp logistics
- Interact with students from 6-18 years old to encourage their creativity and provide a safe learning environment
- Interface with art instructors, parents, and teen camp counselors
- Assist with internship program evaluation efforts
- Attend and assist with any related project meetings
- Document activities with photographs and written observations
- Receive mentorship from the Art Center's Director of Volunteer Engagement and Director of Education

### **You are a great fit for this role if you are...**

- Passionate about working in a museum setting
- Interested in education and teaching
- Skilled in time management, prioritization, and research
- Flexible and able to self-start
- Possess a passion for equity and inclusion
- Excellent organizational, written communication, and computer skills
- Detail-oriented with excellent time management
- Comfortable with public speaking
- Dependable and punctual
- Graduate-level coursework in art, education, museum studies, nonprofit administration or other relevant field of study preferred

### **When you will work...**

This position is approximately 30 hours per week for 10 weeks with flexible start and end dates. Candidate would ideally start in May 2022 and work until the end of summer camp in early August 2022. Summer camp classes run from June 5 through August 4. May schedule and hourly commitment are flexible in order to accommodate class schedules. June through August hours are 8:30am-3:30pm Monday-Friday with some 10am-5pm shifts.

**Your compensation...**

\$20 per hour

**Ready to join the team? Here's what to do...**

Please submit a cover letter, resume, writing sample, and contact information for two professional references. In the cover letter, please address the following questions:

- Why do you feel you would be a good fit for this internship?
- How does this internship support your professional goals?

Background check and negative TB test are required during the hiring process.

Send all materials to Grace Pegan Abusharkh, Community Engagement Specialist, at [grace.abusharkh@cityofpaloalto.org](mailto:grace.abusharkh@cityofpaloalto.org). Applications will be considered on a rolling basis.

*The Palo Alto Art Center is committed to fostering the next generation of arts professionals through teen engagement, internships, and fellowships. We value diversity of cultures, races and ethnicities, countries of origin, ability levels, ages, religions, and gender expressions. We encourage individuals who are traditionally underrepresented in the museum field to apply.*