



## **JOB DESCRIPTION**

### ***Education & Outreach Internship***

**Position:** Education & Outreach Internship

**Reports to:** Director of Education & Outreach

**Classification:** Non-exempt, seasonal part-time

#### **Mission & Description of the Museum**

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The Metal Museum is the only museum of its kind in the country dedicated to the advancement of the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections of fine metalwork, educational programs and publications featuring artists of national and international importance to the field. The permanent collection and exhibition programs reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

#### **Purpose**

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This is a temporary, seasonal part-time internship designed as a learning experience from February to May 2026. The Education & Outreach Intern supports the Department of Education & Outreach by helping with tours and hands-on activities, public programs, and community events. This role also assists with creating digital learning resources and with the move to Rust Hall.

#### **Essential Functions & Responsibilities**

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##### **Education**

- Assist the Director of Education and Outreach with preparations for the move to Rust Hall, including organizing supplies, developing an inventory list, labeling/packing boxes, and moving supplies.
- Assist the Youth Programs and Tours Manager in leading tours.
- Assist with providing instruction for hands-on activities, workshops, and classes for education and outreach programs.
- Support the Youth Programs and Tours Manager by researching exhibitions and drafting gallery-based activities/handouts.
- Assist in the creation of digital learning resources, including online lesson plans and printable activities (including homeschool resources).
- Support communications staff in the creation of promotional materials for educational programming, including collateral, social media, and website content.

##### **Outreach**

- Attend community events alongside staff to assist with tabling/materials and learn outreach practices.

## **Institutional Responsibilities**

- Support the Museum's mission, vision, values, and strategic plan.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to others' perspectives.
- Support the Museum at various programs and functions, including, but not limited to, receptions, lectures, and artist talks.
- Other responsibilities may include, but are not limited to, greeting guests and acting as an attendant for the galleries, monitoring the cleanliness of the buildings, and assisting with events.

## **Physical Requirements**

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The physical requirements described here represent those that an employee must meet to perform the essential functions of this job successfully. The employee is occasionally required to stand, walk, and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Positions have occasions to lift and/or move objects of 50 lbs.

## **Qualifications & Qualities of the Ideal Candidate**

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- Currently enrolled in, or a recent graduate of, a program in Studio Art, Art Education, Graphic Design, Museum Studies, or a closely related field (or an equivalent combination of education and experience) is preferred.
- Proficiency in Microsoft Office Suite, Google Workspace, and Adobe Acrobat Pro.
- Strong written and verbal communication skills.
- Meticulous attention to detail.
- Enthusiasm for arts education and working with K-12 students.
- Strong organizational skills.
- Ability to work with a variety of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in large and small groups.
- Must be culturally competent to work with individuals and groups from diverse backgrounds.
- Must have reliable transportation to get to work and outreach events.

## **Hours, Compensation, and Benefits**

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This position works up to 24 hours a week and is a part-time seasonal internship from February to May 2026. The work week for this position is Wednesday – Saturday, 9:30 AM – 4:00PM with a half-hour lunch. Salary is \$18.00/hr. Benefits are not provided to internship positions.

## **To Apply**

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Address cover letter, resume, portfolio of artwork, and three references to Lucienne Auz, Director of Education and Outreach. Please send complete applications to [careers@metalmuseum.org](mailto:careers@metalmuseum.org) Please, no phone calls.

The Metal Museum is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.