



Internship Available:

***Internship  
Education Assistant  
Position Description***

Department: Education

Reports to: Education Programs Coordinator

Purpose: To support the museum by assisting the Education Department.

**Key Responsibilities:**

- Assist Figge Education staff with various projects including research, data-entry, and administrative duties
- Organize and research information for upcoming exhibitions
- Aid in material preparation and organization
- Work with Education team to install Education gallery spaces
- Maintain Education interactive spaces, such as the Family Activity Center
- Assist with other Education tasks as assigned

**Basic Qualifications:**

- Good organizational skills
- Ability to work efficiently with minimal supervision
- Ability to follow assignments through to completion
- Ability to work with a wide variety of people, including youth
- Professional appearance and behavior
- Excellent communication skills

**Time Requirements:**

This is an unpaid internship position. Dates are negotiable. The minimum time requirement for each week is 10 hours. 100 hours are required over the course of the semester.

To apply, please send resume and cover letter to Heather Aaronson  
[haaronson@figgeartmuseum.org](mailto:haaronson@figgeartmuseum.org).