

Art Alcove Intern — Unpaid

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

Reporting to the Floor Staff Supervisor, the Art Alcove Intern is a vital member of the museum's operations team, implementing interdisciplinary, exhibit-based programs for a variety of audiences. In addition to facilitation of these varied programs, the duties of the Art Alcove Intern include building community relationships, developing and maintaining program materials, managing educators on the exhibit floor, and providing excellent customer service. The Art Alcove Internship is expected to support the museum's vision and share the values of excellence, collaboration, innovation, respect, commitment, accountability and ownership.

Specific Duties

- Create and implement Art Alcove weekly programming
- Manage supplies for Art Alcove and programming kits
- Set-up and clean-up as needed for Art Alcove programming
- Maintain positive relationships with the community
- Support and build relationships with Art Alcove volunteers
- Other duties as assigned by the Floor Staff Supervisor

Education & Experience Required

- High School Diploma
- Minimum 2 years experience working with the children and the public

Skills Necessary

- Superb customer service
- Strong Interpersonal skills
- A cool, calm, pleasant demeanor
- Effective time management
- Basic computer skills including Microsoft Office
- Creative and artistic mind preferred
- Understanding of learning styles and developmental levels preferred

Work Characteristics

- Attention to detail
- Ability to multi task
- Flexible and an ability to problem-solve
- Ability to work 15-20 hours per week
- Flexible schedule—some weekend and evening work is required

How to Apply

Please e-mail resume and cover letter to sdarcy@nvdnm.org.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.