



Job Description

POSITION TITLE:	Teen Forum Intern (2021-2022 school year)
REPORTING TO:	Director of Education and Programs
FLSA CLASSIFICATION:	Non-exempt
STARTING HOURLY RATE:	\$9.50/hour
HOURS PER WEEK:	6-8 hours per week (Tuesday afternoons, both onsite and remote)
LAST UPDATED:	September 2021

POSITION SUMMARY

The Teen Forum Intern is responsible for assisting with our Teen Forum; a program for arts-oriented teens to get involved with all aspects of museum work. This position will work closely with the Education Department and Curatorial staff to realize and help support implementation of the 2021-22 Teen Forum program and its accompanying exhibition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

- Conduct daily operations for this program in consultation with MMoCA staff, including attending program meetings
- Review candidates' applications and materials for the forum and accompanying exhibition
- Coordinate job offers to chosen participants in the program
- Be the primary contact for communications to all participants in the program, under supervision from the MMoCA staff
- Assist Accountant with obtaining all required new hire paperwork
- Schedule and create agendas for bimonthly meetings for the forum
- Work closely with Education and Curatorial staff on implementing the Teen Forum Exhibit
- Provide administrative support to the program as needed
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion

QUALIFICATIONS (EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES)

- High School Diploma or equivalent
- Experience working with adolescents in a group setting preferred
- Experience with, or interest in, Contemporary Art
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.



- Perform work in a mixture of office and remote environments
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Complete a background check
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

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