AAMD Intern | Education Department

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a non-exempt Education Intern. MMoCA is one of ten institutions selected by the Association of Art Museum Directors (AAMD) to participate in a paid internship program for college-aged students from underrepresented communities. Focused on students who are in their sophomore, junior, or senior years of college, or age equivalent, the program will provide an opportunity for individuals who have begun to solidify their potential career path to get hands-on experience in an art museum for 12 weeks, 35 hours per week, during the summer of 2022, while earning a stipend of $6,300. In addition to the stipend, the selected intern will be provided with two networking and professional development opportunities as well to meet their fellow interns from other institutions.

Reporting to the Director of Education and Programs, the AAMD Intern will be responsible for assisting with our youth education programs. This position will work closely with the Education Department and Museum leadership to realize and help support implementation of educational programming to supplement Museum exhibitions. This position will provide the individual with the opportunity to gain hands-on experience with museum work, exposure to professionals in the industry, as well as an opportunity to lead a program with guidance from museum directors.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

- Work with the Director of Education and Programs to develop programming for underrepresented and underserved youth in Dane County.
- Assist with the coordination of MMoCA’s signature outreach programs ArtZone, ArtCart, and ArtCart Extra! by communicating with community centers, Madison School & Community Recreation Center, and administrative staff in a timely manner to collaborate on creating hands-on art experiences that provide connections to the Museum’s exhibitions, collection, and mission.
- Help develop Learning Centers for K-12 visitors.
- Suggest and assist with the development of programs focused on youth visitors, including family guides, teaching pages, ArtKits, and ArtPacks for in person and virtual platforms.
- Coordinate with the Communications Department on promoting online youth activities.
- Research exhibitions on view to develop points of access for youth audiences.
- Provide administrative support to the Director of Education and Programs as needed.
- Attend professional development and networking events facilitated by AAMD.
- 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 youth 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.

- Primarily perform work in an office environment
- 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.

Stipend for the summer | $6,300
35 hours per week, 12 weeks total, June to August (must be consecutive weeks)

How to Apply
Submit resume and cover letter to hr@mmoca.org. Please include “AAMD Intern” in the subject line.
Application deadline is March 31, 2022.
Applicant will be selected by May 1, 2022.