



# Engagement Intern

## Our Mission

The Riverside Art Museum strives to integrate art into the lives of people in a way that engages, inspires, and builds community by presenting thought-provoking exhibits and providing quality art classes that instill a lifelong love of the arts.

## Internship Description

Interns at the Riverside Art Museum gain invaluable experience learning alongside the museum staff. The Engagement Internship will be approximately 15 weeks. As an intern, you will assist with museum programming on-and off-site, interact and speak with the public and facilitate surveys for visitors in the museum and participants off-site.

**Supervisor:** Visitor Services Coordinator.

**Compensation:** Unpaid

**Commitment:** 15 weeks, hours weekly to be determined

## Summary

Under the direction of the Visitor Services Coordinator, the Engagement Intern will assist in engaging the public both in the museum and during off-site events. The Intern will aid the museum in providing enjoyable engagement experiences for museum visitors and off-site participants. The Intern will seek qualitative and quantitative data from the public during events in the museum and off-site by facilitating surveys and provide feedback based on experience with surveys and engagement with the public. The Engagement Intern will gain experience with the implementation of museum programming, evaluation methods, and community engagement strategies. Through the mentorship of our staff, they will become familiar with the process of engaging the public through museum programming, while also learning in a creative and artful environment, build relationships and professional development, and benefit from personal fulfillment in working with a 501(c)3 non-profit.

## Responsibilities

- Be familiar with speaking and interacting with the public.
- Be familiar with museum events, activities, etc., in order to advocate on behalf of the museum to the public.
- Attend museum events as assigned.
- Assist with set up and tear down of engagement activities on-and off-site.
- Assist with prepping materials for engagement activities.
- Assist with preparing surveys and all materials.
- Engage visitors on-and off-site in art making and other public engagement programming.
- Facilitate written and oral surveys.

- Provide critical feedback to Visitor Services and museum Staff to incorporate into evolving evaluation methods and museum programming.
- Other duties as assigned.

### **Desired Qualifications**

The applicant must be enthusiastic about and comfortable speaking with and engaging the public. Able to lift thirty pounds. Able to stand for periods of time. Bilingual in Spanish is highly desired, but not required. Creative and flexible, able to work in a fast-paced and changing environment. Able to work independently and with a group. Interested in learning about the non-profit environment and the role engagement plays.

**To apply:** Please email your resume with cover letter to [khernandez@riversideartmuseum.org](mailto:khernandez@riversideartmuseum.org).