

## **Part-time Summer Internship – Programs and Education**

### **Muscatine Art Center**

1314 Mulberry Avenue, Muscatine, IA 52761

563-263-8282 [www.muscatineartcenter.org](http://www.muscatineartcenter.org)

The Muscatine Art Center is seeking a part-time intern for summer 2024. The intern will report to the Program Coordinator and assist with programming for children including studio classes, outreach, summer tours, and events. A stipend of \$2,500 is available for a commitment of 150 hours. The schedule is flexible so long as hours occur Tuesday through Friday between 9:30 a.m. and 3:30 p.m. The internship may begin as early as the week of May 20, 2024 and should conclude no later than the week of August 12<sup>th</sup>. The expectation is that the intern will work 150 hours, and the intended duration may be adjusted based on the individual needs of the intern.

#### Overview of Tasks

- Assist with classes, special events, and programs including prep work, clean up, and direct assistance to children and families under the guidance of the Program Coordinator or other lead instructor.
- Interact with the general public by welcoming children, their families, and other visitors to the Muscatine Art Center.
- Lead small groups of children participating in a customized tour or experience. This may include giving instruction for completing a studio project, managing groups of kids in the hands-on room, and/or showing groups of kid through the changing exhibitions.
- Contribute to the development of gallery guides, activities, and studio projects targeted to kids, families, and organized youth groups.

#### Qualifications and Skills

- Completion of a minimum of one year of college education.
- Interest in pursuing a career in education, program management, and/or the museum field.
- Ability to work with people of all ages and especially children, some as young as two years of age.
- An upbeat attitude and courteous/professional demeanor.
- A previous work history that demonstrates reliability and an overall good character.

#### Preferred Prior Experiences

- Coursework in education and/or museum studies.
- Teaching or leading children.
- Working with the general public.

#### Additional Opportunities

- The intern may opt to gain additional experience such as creating marketing materials, lesson planning, assisting with exhibitions or collections care, using the collections database, and attending meetings that involve community partners, for example.
- The intern may opt to work additional hours whether for personal growth or to fulfill a requirement for receiving college credit or other condition.
- The intern may opt to volunteer during events and programs occurring outside of the Tuesday through Friday, 9:30 a.m. to 3:30 p.m., schedule.

## To Apply

- Email Program Coordinator, Katy Loos, at [kloos@muscatineiowa.gov](mailto:kloos@muscatineiowa.gov), by April 21, 2024. In the email, please include a paragraph about why you are interested in position and attach your resume.
- Questions may also be addressed to [kloos@muscatineiowa.gov](mailto:kloos@muscatineiowa.gov) or by calling 563-263-8282.

## About the Muscatine Art Center

Open since 1965, the Laura Musser Museum/Muscatine Art Center is many things to the community of Muscatine — Historic House Museum, Art Gallery and Local History Museum. The people of Muscatine have made 1314 Mulberry Avenue a gathering place for celebrating the area's history, art and culture. As a department of the City of Muscatine, the Muscatine Art Center's mission is to collect, preserve, interpret, and exhibit creations of aesthetic value, local history artifacts, and objects connected to the historic estate.

The Muscatine Art Center was established as a museum in 1965 when Laura Musser's heirs, Mary Catherine McWhirter and Mary Musser Gilmore, donated the Musser Mansion to the City of Muscatine. The Muscatine Art Center's primary collection's scope is American art including paintings, sculptures, drawings, prints, photographs, and decorative arts of the period 1800 to 1965. The Mississippi River Collection is one specialty of the Muscatine Art Center.

Showcasing the 1908 Musser Mansion and the contemporary Stanley Gallery, the Muscatine Art Center offers decorative arts associated with the original home, as well as new and exciting exhibitions in constant rotation.

The Muscatine Art Center is one of only 1,110 museums nationwide accredited by the American Association of Museums (AAM). This honor signifies that the Muscatine Art Center has undergone a rigorous and lengthy process involving intensive self-examination, peer review, and a thorough examination by the Accreditation Commission. Accreditation by AAM means the Muscatine Art Center is recognized for demonstrating excellence and operating in accordance with the best practices and highest standards in the museum field.

Information about the collections, historic estate, current and upcoming exhibitions, and program schedule can be found at [www.muscatineartcenter.org](http://www.muscatineartcenter.org).