



AUSTIN MUSEUM OF ART

## The Art School Internship Opportunities & Information

### Schedule and Availability

Summer interns at The Art School are required to commit to at least one of the two summer sessions (many choose to intern with us for both sessions):

- **Session One** June 1- July 16
- **Session Two** July 12- August 27

Weekday schedule can be adapted to our interns' needs, but the preferred schedule for our Summer interns is either of the following:

- **Mornings: 8:30am-12:30pm, Monday-Friday**
- **Afternoons: 12:30pm-4:30pm, Monday-Friday**

### Internship Opportunities

**Office Intern** - Provide general administrative support in The Art School Office to the Registrar, the Associate Director, and the Administrative Manager. Interns will learn about The Art School curriculum and develop essential office skills such as customer service, filing, copying, editing, and organizing.

**Ceramics Intern** - Assist Art School faculty with ceramic instruction, help monitor children's clay classes, and general classroom management.

**Computer Lab Intern** – Assist Art School faculty with digital instruction, help monitor children's digital classes and general classroom management.

**Lead Counselor Age 4-5** - Assist with age 4-5 summer classes including volunteer coordination and facilitating classroom instruction.

**Lead Counselor Age 6-8** - Assist with age 6-8 summer classes including volunteer coordination and facilitating classroom instruction.

**Volunteer Intern** – Assist Art School Staff with coordination of all classroom volunteers. Interns will learn about managing a large volunteer database and aspects of scheduling and the logistics of day-to-day operation.

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