

Education Department Internship

The Timken Education Department is offering one unpaid, part time internship position designed to provide a 12-week practical experience in an art museum setting. Students who are college seniors, recent college graduates, or graduate level students interested in pursuing a career in art museum education are encouraged to apply. The intern will work for an average of 10-15 hours per week.

Purpose and Goals

The Timken is committed to providing challenging opportunities and career-enhancing experiences to college and graduate students. Working directly with staff and the public, interns contribute to the Museum's mission. They work as part of a skilled team, assisting with a variety of significant projects as well as helping with day-to-day operations and special programs and events. The internship benefits students by providing a professional experience and an overview of the museum education field. Interns have the opportunity to gain useful skills, and the chance to build a professional network. References gained through the work as an intern can be helpful in securing future employment and admission to further programs of study.

Eligibility

The Timken internship program is open to qualified college seniors, recent college graduates, or graduate level students. Students and recent graduates in art history, museum studies or education are encouraged to apply.

Academic Credit

The Timken encourages interns to seek academic credit for their internship and will assist in any way to help the intern receive it. Contact your advisor or department chair to inquire about your school's requirements.

Duration

Internships average a 12-week duration and usually take place throughout the typical academic spring, summer or fall semester. The intern will be required to work an average of 10-15 hours per week.

Duties and Responsibilities

Working under the direction of the Education Director, the intern will be involved in all aspects of the Education Department. He/she will assist with scheduling docent-guided tours and processing off-site PowerPoint presentation requests. The intern will also be involved in the planning and implementation of various education programs, including docent and teacher workshops, lectures, gallery talks, programs for families and other special events. The intern might also be asked to assist with ongoing research on the permanent collection and the development of educational resources, such as lesson plans and educational materials for families.

For more information or to apply, please contact education@timkenmuseum.org.

EDUCATION DEPARTMENT INTERNSHIP APPLICATION

Internship Application for: ___ Spring (Feb.-May) ___ Summer (May-Aug.) ___ Fall (Sep.-Dec.)

Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

E-mail

Address _____

Currently enrolled in school? ___ Yes ___ No

If no, check highest degree ___ High School ___ 4-yr. College ___ Graduate School

If yes, name of school you are attending _____

Are you a ___ Full Time or ___ Part Time Student

Are you a ___ Freshman ___ Sophomore ___ Junior ___ Senior

Major _____

Minor _____

Expected date of
graduation _____

List foreign languages you know and your proficiency in each (fluent, reading, speaking)

Hours per week desired or available _____

Reasons for seeking this internship _____

Previous related experience _____

Special interests/hobbies/skills _____

Attach a **letter of interest**, **resume** and **two letters of recommendation** and mail or email it to:

Education Department
Timken Museum of Art
1500 El Prado
San Diego, CA 92101
education@timkenmuseum.org

No phone calls, please. Only selected individuals will be notified and contacted for interviews.