

Engagement Apprenticeship 2024-2025

Reports to: Engagement Manager

Job Type: This is a paid, part-time internship with the opportunity for academic credit. The CMA is proud to continue its dynamic programming through the generous support provided by the Knight Fund Foundation at the Central Carolina Community Foundation as well as the Art Bridges Access for All grant. To present this programming, the CMA is looking for a dynamic, energetic, and creative individual to serve as an Engagement Apprentice to assist, lead, coordinate and create dynamic, community-centered plaza programming for a wide range of audiences (youth, families, and adults) with Department of Engagement.

Purpose: To advance the mission of the Columbia Museum of Art by supporting the Department of Engagement's onsite programs for youth, adults, families, and volunteers. The Columbia Museum of Art celebrates outstanding artistic creativity through its collection, exhibitions, and programs, interacting in ways that engage the mind and enrich the spirit. The Columbia Museum of Art promises to be an inspiring, welcoming, community-centered, playful, and vibrant institution.

Responsibilities: The person in this position will be responsible for overseeing and assisting with programming as well as helping with various administrative tasks as needed.

Primary responsibilities include

- Support the Museum's mission of educating, inspiring, and enriching the lives of members of our community through art.
- Assist in coordinating and executing programs that embody the CMA's Experience Promises to be: Inspiring, Welcoming, Community-Centered, Playful, and Vibrant.
- Perform various tasks at events including early morning, evening, and weekend events. These tasks will include but are not limited to logistical set-up and breakdown of events, running check-in, assisting performers and answering guest questions.
- Physical strength for lifting and moving equipment and comfortable operating various Audio/Visual Technologies.
- Learn about the museum's collection, exhibitions, and programs.
- Conduct assessment and evaluation methods.

Knowledge and Experience: Be a positive, confident employee and an advocate for the museum. Interact with people from all backgrounds in a clear, courteous, and respectful way. Be an initiative taking collaborator who is enthusiastic and proactive, and who thrives in a very fast-paced environment. Should have a passion for the job and the museum, and be creative, innovative, agile, and vibrant. Possess a strong sense of urgency, priority, and follow-through. Maintain a consistently professional appearance. Work independently, anticipate needs, and manage multiple tasks and assignments

simultaneously. Be able to collaborate collegially with staff across departments to achieve common objectives. Discretion and sound judgment are required. Maintain the highest professional and ethical standards.

Skills and Abilities:

- Candidate should have excellent interpersonal and communication skills, both with children and adults.
- Excellent verbal and written communication skills, able to influence and converse with, and present in an organized fashion.
- Be a positive, enthusiastic advocate for the CMA and museum art education and engagement.
- Strong logistical experience, with commitment to details and time management.
- Must be self-aware, self-regulated, motivated, and empathetic.
- Able to take initiative and work independently with efficiency and efficacy.
- Experience with Microsoft Office, Word, and Excel

Availability: Internship will run during the span October 1, 2024 -through September 15, 2025. Candidate must be available for up to 12 hours a week for the duration of internship period. Due to the nature of programs, evening, early morning, and weekend hours are required.

Salary Range: \$15/hr.

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email your current resume and cover letter to Dana Witkoski at dwitkoski@columbiamuseum.org with "Engagement Apprenticeship" in the subject line.