

Education & Engagement Summer Camp Internship 2025

Reports to: Engagement Manager

Purpose: To facilitate educational programming that includes summer camps and workshops. The Columbia Museum of Art celebrates outstanding artistic creativity through its collection, exhibitions, and programs.

Responsibilities: The person in this position will oversee and assist with multiple aspects of the summer camp program.

Primary responsibilities include:

- Implementing summer camp check-in and check-out to ensure drop-off and pick-up go as smoothly as possible each day.
- Serving as an assistant in camps includes helping with materials and instruction, monitoring behavior in galleries, overseeing break times, and helping to implement classroom management plan elements, as necessary.
- Helping prepare binders and materials for summer camps; assisting with preparation and clean-up before and after camps each day.

Knowledge and Experience: Candidate should have at least one year of college education when the internship begins or equivalent experience. A major in education or art education is preferred. Candidate must have some experience working with children in an academic or daycare environment.

Skills and Abilities: Candidate should have excellent interpersonal and communication skills, both with children and adults. They must be positive representatives of the museum with a commitment to providing an outstanding experience for every participant. Candidate should be organized and detail oriented, a background or experience in studio art and/or education is a plus. Must be able to lift up to 25lbs.

Job type and Availability: Internship will run June 2 - August 1. Candidate must be available for at least four consecutive hours each day Monday through Friday or Tuesday-Saturday for approximately 8 weeks during the internship period. Intern must be available for a 2-hour orientation to be scheduled prior to the start date of camp. Intern will receive a \$1600 stipend and/or academic credit for internship.

To apply – please submit your current resume to dwitkoski@columbiamuseum.org. Thank you!