

Position Title:	3rd Friday Community Programs Intern
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Deadline to Apply: May 11th 2012

Hours: 30 Hours per week

Reports to: Director of Community Programs

Start Date: Mid to Late June 2012

End Date: September 22nd 2012

Positions Available: 2

3rd Fridays offer visitors an evening of participatory experiences with art, history, culture and ideas through workshops, demonstrations and performances for all ages and skill levels. These community programs are focused on collaboration with local community groups, organizations and artists. 3rd Fridays have a rotating theme every month in order to reach new audiences, bring together groups within the community and connect art and history in creative and interesting ways.

Position Summary:

Support in developing, designing, planning, collaborating and producing creative and participatory 3rd Friday programs.

Duties and Responsibilities:

- Attend Community Program Meetings and participate actively in discussion.
- Assist in brainstorming, planning and researching program activities and collaborations for upcoming 3rd Fridays and Experience Metal.
- Take the lead on producing creative hands on workshops for July's Urban Street Art 3rd Friday, August's Experience Metal and September's Art that Moves 3rd Friday.
- Actively seek out and develop collaborations with artists, organizations and groups within the community for upcoming 3rd Fridays.
- Assist in planning the layout, distributing promotional materials, designing event signage, gathering materials and updating social media outlets.
- Assist in gathering feedback and evaluating the event.
- Assist in planning activities and collaborations for Fall 3rd Fridays.
- Actively and enthusiastically represent the Museum in the community.

Qualifications:

- Multitasking, enthusiastic, self-driven individual with excellent organization and communication skills.
- Eagerness to engage with the community, taking on a leadership role and creatively developing new ideas.
- Experience working with a variety of artistic mediums.
- Works well collaboratively and individually.
- Is knowledgeable in the following programs: Microsoft Word, Excel and Adobe Photoshop.
- Graphic design, event coordinating, teaching or museum experience preferred but not necessary.
- Current Undergraduate and Graduate Students in Art History, Education, Studio Art, Museum Studies, Childhood Development and Learning preferred.

How to Apply: Please send a cover letter and resume to Stacey Marie Garcia, Director of Community Programs at stacey@santacruzmah.org. Please title the email '3rd Friday Intern' and clearly state your availability. Dates and hours are flexible. *