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| Position Title: | Creativity Lab and Art Market Intern |
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Deadline to Apply: May 11th 2012

Hours: 25 Hours per week

* must be available Friday evenings and Saturdays in July

Reports to: Director of Community Programs

Start Date: Mid June 2012

End Date: Mid August 2012

Positions Available: 1

Creativity Lab will be a new Friday Community Program at the MAH. We will have new extended evening hours at the MAH every Friday evening until 9pm. The 2nd, 4th and 5th Fridays of the month we will have Creativity Lab, an open studio space in our classrooms open from 5-9pm. Artists can come, use the space to work, bounce ideas off of one another and get inspired by other working artists in the community. Artists bring their own materials; we provide the space and creative atmosphere. Some Fridays will have intern led art activities.

The Art Market will occur every Saturday during the month of July. The Art Market will feature 4 Open Studios Artists every Saturday who will come to Abbott Square and sell their work.

Position Summary:

The Creativity Lab and Art Market intern will coordinate and monitor all Friday open studios at the MAH and the Saturday Art Markets in July. The intern will assist in developing and producing art activities for first Friday and other Friday evening activities.

Duties and Responsibilities:

- Attend Community Program Meetings and participate actively in discussion.
- Assist in brainstorming, planning and leading art activities for First Friday and Creativity Lab activity nights.
- Coordinate and monitor all Creativity Lab nights.
- Assist in planning the layout, coordinating with artists, and running the Art Market Saturdays.
- Design and distribute promotional material for the Art Markets around town, on community calendars and social media outlets.
- Actively and enthusiastically represent the Museum in the community.

Qualifications:

- Enthusiastic, self-driven, extremely organized individual with excellent communication skills.
- Eagerness to engage with the community, take on a leadership role and creatively develop new ideas.
- Excellent at multitasking and works well collaboratively as well as individually.
- Is knowledgeable in the following programs: Microsoft Word, Excel and Adobe Photoshop.
- Graphic design, event coordinating, teaching, studio art or museum experience preferred but not necessary.
- Current Undergraduate and Graduate Students in Art History, Education, Marketing, 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 'Creativity Lab and Art Market Intern' and clearly state your availability. Hours are flexible.*