

BLANTON MUSEUM OF ART INTERNSHIP PROGRAM, 2017

POSITION: Volunteer Services Internship

DEPARTMENT: Visitor and Volunteer Services

REPORTS TO: Manager of Visitor and Volunteer Services

HOURS: 10-15/week

DESCRIPTION: The Manager of Visitor and Volunteer Services supervises 150-200 volunteers from the community as well as campus organizations to operate the museum on a daily basis and help run various programs and events. Volunteers usually help as greeters, way-finders, information providers, gallery monitors, art activity facilitators and special event hosts.

The Volunteer Services Intern will assist in all aspects of volunteer coordination and supervision, including basic database updates and on-site training of volunteers. The position offers valuable hands-on experience in volunteer recruiting, management and recognition. In the process, the intern will be able to experience myriad Blanton programs and events that volunteers host such as B scene, Third Thursdays, concerts, and summer art activities. This is a great opportunity to gain an insider's view of a large non-profit organization and to contribute not only to one of Austin's most prestigious art institutions but also to the vitality of Austin's art community in general.

DUTIES:

- Assist the Manager of VVS with greeting volunteers, checking on volunteer assignments, training new volunteers for various jobs, processing volunteer applications, and conducting orientation sessions for new recruits.
- Schedule volunteers for busy weeks and evening events.
- Provide clerical support by updating the volunteer database.
- May periodically help in various volunteer positions during breaks and gaps in the volunteer schedule.

REQUIREMENTS:

- Current college undergraduate student
- Strong organizational and people skills
- Academic background in Art History, Communications, Management or a related field
- Excellent communication skills
- Must be a confident, independent worker with an outgoing, positive attitude
- Must be reliable, punctual, able to meet deadlines, prioritize tasks

TO APPLY, PLEASE SEND:

- Resume with education, employment history, and names of 3 references
- 1 letter of recommendation
- Cover letter addressing your interest in the position