

BLANTON MUSEUM OF ART INTERNSHIP PROGRAM,

FALL 2019

POSITION: Volunteer Services Internship

DEPARTMENT: Visitor and Volunteer Services

REPORTS TO: Manager of Visitor and Volunteer Services

HOURS: 10-15/week, beginning Sept. 3 through Dec. 13

DESCRIPTION: The Manager of Visitor and Volunteer Services supervises 200-250 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.

Volunteer Services Interns will assist in all aspects of volunteer coordination and supervision, including basic database updates and on-site training of volunteers. They support the building called *Austin* by Ellsworth Kelly. This involves training volunteers to take tickets, greet visitors, explain the work of art to visitors, help with volunteer rotation and other management duties.

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 5:00-9:00 pm, Austin Museum Day, as well as various concerts and tours. 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.
- Support volunteers during busy weeks and evening events.
- Data entry to update the volunteer database.

- Help in various volunteer positions during breaks as needed.

**REQUIREMENTS:**

- Taking tickets in *Austin* as needed.
- Current UT 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

**DEADLINE TO APPLY - AUGUST 5, 2019**

**PLEASE SEND:**

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

**HOSTING MANAGER:**

Martha Thomas

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