POSITION: Visitor & Volunteer Services Internship  
DEPARTMENT: Visitor and Volunteer Services  
REPORTS TO: Manager of Visitor & Volunteer Services  
HOURS: Approximately 10-15/week  

DESCRIPTION: The Manager of Visitor & Volunteer Services manages 250 volunteers for the Blanton Museum. Volunteers help us greet 200,000 visitors a year from UT and the surrounding community. Our interns help operate the Visitor Services area on a daily basis and help with general office duties as well as supervising volunteers. Interns also help as greeters, way-finders, information providers, gallery monitors, art activity facilitators and special event hosts. 

The Visitor & Volunteer Services Intern will assist in all aspects of customer service, including helping Members. They will assist during large events such as Explore UT and Blanton Block Party. The position offers valuable, hands-on experience in customer service, visitor engagement and routine organizational procedures. Interns will also be able to experience myriad Blanton programs and events that volunteers support such as Third Thursday and concerts like SoundSpace. 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. 

REQUIREMENTS:  
- Current or incoming UT undergraduate or graduate student  
- Strong organizational and people skills  
- Academic background in Art History, Communications, Management, Marketing, or a related field  
- Excellent communication skills  
- Must be a confident, independent worker with an outgoing, positive attitude  
- Museum or art history experience is a plus  
- Must be reliable, punctual, able to meet deadlines, prioritize tasks  

DUTIES:  
- Serve as Visitor Services assistant for the Blanton’s Explore UT and Blanton Block Party events, on Saturday, March 7 and Saturday, March 28.  
- Assist the Manager of VS with supervising volunteers, checking on volunteer assignments, monitoring entrance of Kelly’s Austin, and helping visitors with lockers and other security needs.  
- May periodically help in various other volunteer positions during breaks and gaps in the volunteer schedule.  

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  

Submit via email in PDF format only (please no doc files) to Martha Thomas, Manager of Visitor and Volunteer Services, at martha.thomas@blantonmuseum.org