**Newark Museum Association**

**Position Announcement**

**Position: Part Time Internship Program Coordinator**

**Department: Human Resources**

**Reporting Relationship:** **Reports to the Director of Human Resources**

**Program Overview:**

The Diversifying Art Museum Leadership Initiative is supported by the Walton Family Foundation and the Ford Foundation. This initiative is a 3-year program for undergraduate students who typically are underrepresented in museum leadership. The objective of this initiative is to provide leadership, career opportunities and guidance to encourage and development future museum leaders.

**Position Overview:**

The Internship Program Coordinator will work closely with Museum leadership, senior and mid-level managers, to coordinate all aspects related to this initiative. The role of this position is to engage students, provide career guidance, and to provide support for their efforts in pursuing a career in the museum field.

**Duties and Responsibilities:**

* Manages and coordinates all aspects related to the Diversifying Art Museum Leadership Initiative (DAMLI)
* Partners with local colleges/universities to recruit students entering their second year of college for the DAMLI
* Engages families and school counselors to ensure committed participation by the interns
* Works closely with interns; leading, advising, and guiding them through the process to ensure their experience leads to professional and personal growth
* Works with interns to ensure that work/project assignments fit their goals, skills and area of interest
* Provides attentive guidance for interns throughout the 3-year program
* Works with mentors to develop projects and provide on-going guidance to ensure a quality experience for the interns
* Serves as a resource and provides guidance and direction to the interns through weekly meetings
* Serves as the central point of contact and communication for mentors and interns on issues related to the program
* Collaborates with college/university partners on initiatives related to the professional development of students
* Coordinates summer externship programs at partnering institutions
* Coordinates one on one meetings between mentors and students to provide guidance in their career choices
* Provides assistance with resumes, graduate school applications, employment opportunities and fellowships
* Coordinates peer group meetings for students to support one another and share experiences
* Maintains contact with the broader network of museum professionals through participating in conferences, professional networks and organizations

**Qualifications**:

* B.A. or B.S. degree in art, education, or a related field
* At least two years’ experience in internship management, career services, or student affairs
* Strong organizational and effective communication skills
* Demonstrated ability to work collaboratively in a team-like setting
* Strong computer skills; proficient in MS Office including Word, Excel and Outlook

Send letter of application and resume to:

Human Resources

Newark Museum

49 Washington Street

Newark, NJ 07102

humanresources@newarkmuseum.org