

Say Yes Buffalo Internship Opportunity

Position: **Education and Community Engagement Intern**

Organization Name: Albright-Knox Art Gallery

Location: 1285 Elmwood Avenue Buffalo, NY 14222

Website: <http://albrightknox.org>

Organization Description/Profile:

The Albright-Knox Art Gallery is one of the oldest museums dedicated to the art of our time, and the sixth oldest public art institution in the United States. It was founded in December 1862 as the Buffalo Fine Arts Academy with former President Millard Fillmore among its incorporators. Throughout its evolution to the Albright Art Gallery and the Albright-Knox Art Gallery, our museum has been led by a series of talented and dedicated directors whose combined influence has given rise to an extraordinary collection of modern and contemporary art.

Position Supervisor & Title: Jennifer Foley, Director of Education and Community Engagement

Internship Duties and Responsibilities:

The Say Yes Intern will work with the museum's Education and Community Engagement department, focusing on support for developing and implementation of public programming both at the museum and around Buffalo. The intern will work with members of the department, including the Youth and Teen Programs Coordinator and the School and Docent Programs Coordinator on program planning for teen programs and volunteer development.

Minimum Requirements

- Say Yes Scholar enrolled full-time and in good academic standing
- Excellent communication skills, both written and verbal
- Interest in public programming. **Experience organizing programs or events, such as extracurricular club activities, is highly desirable**
- Experience conducting research
- Interest in art and art history. Coursework in art history is desirable
- Very organized and very flexible
- Experience working with the public or in customer service

Duration of employment: The internship is for 10 weeks during the summer of 2019. The exact start and end dates will be decided by the employer and hired intern.

Compensation:

Rate of pay is \$11.10/hour for 20 hours per week. **Please note:** Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply:

1. Submit the following to buffalointernships@sayyestoeducation.org:

- Current résumé
- Letter of intent (cover letter)
- Current transcript
- Two letters of recommendation – one must be academic

Please note: Say Yes staff may reply with edits or suggestions for your résumé and/or cover letter. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

2. Once your materials are approved, you will be provided with the link to the online application.

Deadline: April 8, 2019 – interviews will take place in mid-May

