

MFAH Internship/Fellowship Description

Intern/Fellow Title:	Gallery Interpretation Fellow
Academic Level:	Graduate
Supervisor:	Margaret Sternbergh, Gallery Interpretation Manager and Elizabeth Roath Garcia, Studio and Gallery Programs Manager
Department:	Learning and Interpretation
Dates of Internship/Fellowship Term:	June 5-August 11, 2017

Project Overview:

The Gallery Interpretation Fellow contributes to the museums growing in-gallery interpretation program to enhance visitors' experiences of learning and enjoyment in the permanent collection galleries and special exhibitions. S/he will work collaboratively with Educators, Curators, Conservators, and other museum staff. The fellow will work most closely with the Gallery Interpretation Manager and the Studio and Gallery Programs manager to develop a broad range of interpretive materials for intergenerational audiences that combine best practices of interpretation and museum education with experimenting with new innovations in the field. The Fellow will play a crucial role in contributing to short and long term projects, developing a variety of important interpretation skills.

The Fellow will focus on the following projects:

- The development and expansion of Discovery Carts, in-gallery interpretive tools currently used by docents and visitors. Discovery Carts support teaching and learning across disciplines through the hands-on exploration of process and artistic choice and their relationship to history, culture, design, and technology.
 - Research artistic techniques, processes, and media as they relates to the museum's permanent collection
 - Write gallery cards and conversation starters to be used by visitors in conjunction with the Discovery Carts
 - Work with the Conservation Department to improve the storage and care of the study collection and Discovery Carts
 - Develop a training model for docents and staff who will use the Discovery Carts on tours and in programming
 - Maintain an ongoing budget for the purchase of replacement materials as needed
- The development of interpretation tools for upcoming temporary exhibitions including the Spring 2018 exhibition *Royal Rajasthan: The Desert Kingdom of Jodhpur*.
 - Research artistic techniques and objects in the exhibition for interpretive and programming purposes including the development of an audio tour, an intergenerational self-guide and studio related programming.
 - Work with curators and conservators of the exhibition to develop conservation videos for installation in the galleries.
 - Develop resources for docents and teaching artists to utilize when developing tours

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and programming.

- Supporting the expansion of the museum's permanent collection interpretation including audio tours, in-gallery digital tools, self-guiding materials, and conservation related resources.
- Supporting the museum's work engaging new audiences working closely with museum staff to develop and test interpretive tools for visitors of under-represented Houston communities.
- Participate in the evaluation of digital and analog interpretive tools currently used in the galleries.

Learning Goals and Objectives:

- The fellow will learn best practices of Learning and Interpretation as they apply to a variety of audiences.
- The fellow will develop project managements skills including developing and managing a budget and timeline.
- Through participating in evaluation of interpretive programs, the Fellow will learn about the development and implementation process of educational evaluation.
- Through research and careful examination, the Fellow will gain real life experience in the development, management, and utilization of hands-on interpretive objects and materials.
- The preparation of written materials will strengthen the fellow's written communication and developmentally-appropriate language skills for a variety of audiences.
- The Fellow will observe and participate in a collaborative professional environment with staff from across the institution. S/he will gain a strong understanding of a variety of departmental structures and priorities including: curatorial, conservation, exhibitions, marketing and communications, and publications.

Skills, Knowledge and Abilities:

- Student currently enrolled in a Master's degree or PhD program or recent graduate of a Master's degree program for art, art history, education, museum education, or a related field
- Comprehensive knowledge of the history of art.
- An interest and working knowledge of the field of museum interpretation and an interest in understanding current strategies for reaching varied audiences
- Willingness to innovate and experiment with new modes of engaging visitors in the galleries
- Ability to work effectively in teams
- Proven experience working successfully in collaborative environments
- Excellent interpersonal and communication skills
- Demonstrated excellence in writing and art historical research
- Excellent organizational skills, follow-through, and attention to detail, as well as the ability to develop effective work processes, and coordinate multiple projects simultaneously
- Teaching in a gallery or classroom setting desirable
- Familiarity with emerging technology and social media is highly desirable

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Education and Eligibility

- Students currently enrolled in a graduate program or who recently completed (within one year) a Master's degree or Ph.D. are eligible for this opportunity.

Anticipated Schedule:

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 5 and should be completed by Friday, August 11, 2017. *If necessary, hours/days missed can be made up by Friday, August 18, 2017.*
- Monday through Friday, 9 to 5 pm (with hour-long lunch).
- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Each week includes a two-hour "brown bag" lunch – some at the MFAH main campus, some at other MFAH buildings, some special venues. During these weekly professional development opportunities, MFAH interns and fellows convene to learn about different aspects of the museum's operations.

Graduate Fellowship Stipend:

- Summer graduate fellows receive a \$4900 stipend (\$14/hour) for the 10 week summer internship.

Application Instructions and Deadline:

Please submit the following materials to interns@mfa.org.

- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé
- A writing sample of 500 words or less
 - Please provide context of the sample if an excerpt of larger paper or article

When submitting application materials, please include the name of the internship or fellowship, in the subject line of your email. The deadline for applications for the MFAH Summer 2017 Internship and Fellowship program is **Friday, March 10, 2017**.