Hunterdon Art Museum

Title: Summer Camp Coordinator

Location: Clinton, NJ

Job Type: Co-op/Internship

Compensation Type: Stipend

Wage: $2000

Start Date: 6/6/2016

Application Deadline: 5/27/2016

Job Description:

This is an eleven week internship with two weeks of training and preparing for Summer Camp. Primary responsibilities include overseeing a volunteer staff and ensuring that they are fulfilling tasks needed for efficient operation of camp each day; acting as liaison between the Education Department, art faculty and volunteer staff; overseeing secure and safe check in/out of campers each day; and participating in all facets of camp. This could include working closely with teachers, instructing campers, maintaining studios, clerical work and more. The Summer Camp Coordinator will also assist with other education and Museum programs that take place throughout the internship. This will expose the intern to various types of Museum programs and their development.

Qualifications:

- Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Proficiency in MS Word, Excel, and the ability to learn new databases is required.
- Candidate should also have an interest in art, education, and working with students, ages 4 – 15, as well as, excellent verbal and written communication skills.
- The ability to conduct independent research.
- The ideal applicant will pose administrative and clerical skills, with strong computer knowledge such as the use of Word, Excel and basic computer operations.
- We are looking for an individual who can adapt to a hectic schedule, but who can also take charge and maintain organization.

Application Instructions:

Please email your resume to April Anderson, Education Coordinator at april@hunterdonartmuseum.org or mail to Hunterdon Art Museum, 7 Lower Center St., Clinton, NJ 08809.

About the Organization:

The Hunterdon Art Museum presents changing exhibitions of contemporary art, craft and design in a 19th century stone mill listed in the National Register of Historic Places. Founded in 1952, the Museum is a landmark regional art center showcasing works by established and emerging
contemporary artists. It also offers a dynamic schedule of art classes and workshops for children and adults, and the popular “Follow Your Art” summer camp program.