Intern responsibilities include, but not limited to:

- Oversee with other interns Kidspace public hours during the week and staff one weekend day. Welcome visitors to the Kidspace exhibition, ensuring safety of artwork, and conducting art projects. Develop new art projects as needed.

- Develop and implement with the Kidspace education coordinator and senior intern, art projects for NAPS summer camp held in the gallery over 4 weeks.

- Conduct 1 – 2 public tours of the main galleries weekly, and staff the Ask Me Desk with other museum interns once a week.

- (if a grad student or education major) - Research Project – assess the summer institute for educators with the Clark, WCMA, and MM; development of final report.

- Research Project – development of a strategic plan for adult programs.

- Assist Education staff with planning upcoming events, after school programs, and gallery activities; writing family guides and curriculum materials; documenting programs; grant and programming research; and with some exhibition planning as needed.

- Executing administrative duties which include: mailings and mailing list administration, social media network upkeep, schedules, and Kidspace gallery and studio upkeep.