

Department: Education – Teen Programs

Projects/Work Assignments

- Assist the Coordinator of Teen Programs and Assistant to Teen Programs with all aspects of the Youth Insights (YI) Arts Careers and Youth Insights Introductions programs. These responsibilities include, but are not limited to:
 - o Preparing the orientation packet
 - o Documenting the program via photographs, notes, and updating the YI Facebook page
 - o Preparing snacks for participants
 - o Preparing materials for the program
 - o Setting up the classroom
 - o Assisting with a variety of administrative tasks including but not limited to: ordering snacks and materials, inputting student contact information, and organizing files.
- Assisting with all drop-in teen events including Open Studio for Teens.
- Assist in other education programs when needed

Skills and qualifications

- Knowledge of Microsoft Word, Excel, and PowerPoint
- Basic photography skills
- Strong organizational and writing skills
- Desire to work with a diverse group of NYC Teens
- Fluent in Spanish and/or Mandarin (a plus)
- Background in artmaking

What skills and knowledge will the intern gain by the end of the program?

- Teen Programs intern will have learned about different techniques to engage teen learners in the galleries
- Have gained knowledge about running and maintaining a variety of free programs for youth
- Will have visited a variety of NYC arts institutions and learned about a variety of careers through assisting with YI Arts Careers program
- Improved writing and documentation skills
- Developed the ability to create artmaking activities related to Whitney exhibitions