



HARRY RANSOM
CENTER

The University of Texas at Austin

Internship in Education and Public Engagement

Immerse yourself in the wide world of museum education. In this position, you will work alongside the Head of Education and Public Engagement to serve our gallery visitors, volunteers, and other staff at the Center. You will be actively involved with the gallery tour program, volunteer training, book club, education outreach, and other public program projects.

Learning outcomes:

Interns will:

- Learn how to function as a professional within a museum environment.
- Acquire knowledge and skills related to education within a museum.
- Learn how to arrange social functions, events, or meetings between people.
- Conduct research in an archive.
- Learn how to communicate effectively with different groups of people.
- Develop public speaking skills.

Possible tasks/responsibilities:

- Conduct research in the collections
- Compile research notes, and write original questions to be used during book club discussions
- Actively participate in tour training sessions
- Lead exhibition tours
- Create K-12 activity guides for exhibitions
- Research best practices for museum education initiatives

Preferred Qualifications:

- Professional demeanor
- Maintaining a positive attitude
- Strong organization
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Ability to work independently
- Experience with customer service

Example future career fields: Museum Educator, Teacher, Professor, Customer Service Professional, Tour Guide.