



### Chase Home Museum Intern

The Division of Arts and Museums is currently seeking an intern to support activities of the Chase Home Museum of Utah Folk Arts staff on a part-time basis, not to exceed a year-long period. Anticipated responsibilities include:

- Receptionist for Chase Home Museum
- Assist staff with exhibition development, installation, and de-installation
- Audience evaluation and surveys
- Improving educational support materials
- Assist staff with promoting hosted workshops and events
- Assisting with tours of the museum
- Chase Home historical research
- Support social media plan
- Other administrative duties as assigned

#### **Preferred education level: B.A. in a humanities-based field**

We are seeking candidates with strong interest in working in a community-based museum. Prior training or experience in folklife or community arts programs is preferred. We expect candidates to have an investment in promoting diverse cultural heritage. We are interested in individuals with well-developed interpersonal skills who provide excellent written and verbal communication. Candidates should be self-motivated. This is an excellent opportunity for individuals interested in developing practical museum skills to assist in their career goals.

The incumbent is expected to work 20 hours a week. We seek candidates with Monday through Friday availability (including some evenings). Final schedule will be determined upon hire. This is a paid, hourly position. The Chase Home Museum of Utah Folk Arts, a historic house museum, is located in the center of Liberty Park in Salt Lake City. The museum is an active space that features work by Utah's folk and traditional artists. More information [here](#).

Please send resumes and a cover letter via email to **both** Adrienne Decker and Jennifer Ortiz at [adriennedecker@utah.gov](mailto:adriennedecker@utah.gov) and [jenniferortiz@utah.gov](mailto:jenniferortiz@utah.gov). **Applications due September 8, 2016.**