

EDUCATION INTERNSHIP

The GRAMMY Museum, a non-profit institution that explores and celebrates the enduring legacies of all forms of music; the creative process; the art and technology of the recording process; and the history of the GRAMMY® Awards.

Internships with The GRAMMY Museum are for one semester and Interns can work up to 20 hours per week.

The role of the Education Intern is to assist in the design of music and educational programs for the GRAMMY Museum. The Intern will do this by creating and organizing school group tours and workshops in the GRAMMY Museum Sound Stage. The workshops will be designed with the focus of the Museum's educational monthly themes and criteria set forth by the California State Educational Standards.

The Intern will work with the Education team to:

- Prepare school groups for museum tours by emailing materials, researching schools, and communicating to the staff about schools needs prior to tour date;
- Design and deliver quarterly collateral material for educational programs that will be given out to parents, educators, and students;
- Build relationships with teachers and administrators through local schools;
- Assist Education Manager on after-school tours, industry and instrument classes and family programs.

The minimum qualifications to be an Intern include the following:

- Currently enrolled at an accredited college or university while pursuing a degree in Music Education or Education;
- Proficient in Microsoft Office programs;
- Ability to multi-task and take initiative;
- Posses strong written and oral communication skills
- Ability to interact professionally with a variety of people including students, teachers, administrators and artists.