

Intern Job Description

Organization: The Children's Museum

Job Title: Education Intern

Department: Education

Stipend: Unpaid. Internships are for credit or non-credit as determined by each school/course instructor.

Dates of Positions:

Internships are available for the summer as well as during the academic year.

Time Commitment:

We are willing to work with Interns to find a schedule that works best for them and the Museum. A minimum of 15 - 16 hours per week is required. Internships typically last a full semester during the academic year and a minimum of four weeks in the summer.

- Summer Science Camp hours are 8:30 a.m. – 4:00 p.m. or 8:30 a.m. – 12:30 p.m., Monday – Friday.
- Public science demonstrations occur 10:30 a.m. – 4:00 p.m., Monday – Friday.
- Hours can be arranged if focus is on administrative and/or marketing tasks.

Summary of Internship Position:

An internship at The Children's Museum is an excellent way to gain hands-on experience in a specific area or interest or field of study. Through this volunteer commitment, interns gain a better understanding of a career area while experiencing the satisfaction of making an important contribution to The Children's Museum. Education Interns work directly with the Education staff. Depending on the Intern's background, they can become involved in almost any area: assisting with the development and implementation of educational programs for our summer campers; interacting with guests by performing daily public science demonstrations; assisting with special Museum events; providing onsite marketing support for education programs; performing administrative duties.

Duties:

Summer Camp

- Assist with supervision of Summer Science Campers
- Assist Instructors with implementation of daily camp activities

Public Demonstrations

- Perform daily public science demonstrations for Museum visitors

Administrative/Marketing

- Update marketing databases for promotion of education programs
- Research untapped markets

Supervisor: Sue Carroll, Director of Education

Sloane Pielli, Vacation Science Manager

Jonah Cohen, Outreach and Public Programs Manager

Qualifications:

- Enthusiastic about learning science concepts and assisting in public's informal learning
- Experience and/or interest in working with children or the general public
- Skillful and comfortable speaking to groups of adults and children
- Well-organized, detail oriented, creative and resourceful, with strong problem solving skills.
- Professional attitude
- Ability to work well with people in a team-oriented workplace setting.
- College undergraduate status required, preferably in elementary or science education, or related experience

Training Provided:

Job-specific training will be provided by the Education staff prior to and throughout the Internship.