

## **Intern Project Description**

Education Department Assistant

**Supervisor:** D. Lynn McRaney, Elizabeth F. Cheney Director of Education

### **Objective:**

To participate in a range of activities to support the planning, development, and implementation of education programs. This position is designed to give the intern an introduction to museum education, program design, and working with diverse audiences (teachers, youth, families, and adults).

### **Responsibilities:**

Responsibilities may include:

#### Research

- Photos for program promotion and curriculum resources
- Bibliographies to complement program themes
- Resources to support program implementation identification of presenters, tour destinations, program materials

#### Development

- Prepare program materials
- In-put program survey results into data base

#### Implementation

- Support coordinating and staffing of programs for youth, teacher, and adult audience (films, tours, workshops)
- Participate in program set-up, guest registration, survey distribution, and frontline/back-of-stage tasks

### **Qualifications:**

The candidate should have an interest in life-long learning and making history relevant to diverse audiences through innovative interpretative programs and resources. The successful candidate needs to be motivated; capable of working in a high energy environment, a creative and flexible thinker, willing to work independently and supportive of a team; be curious and creative; have strong research and organizational skills.

The applicant should be currently pursuing a college or graduate degree in a related field or have recently obtained a degree.

### **Final Product:**

The intern will contribute to the planning and implementation of education programs; the intern will gain experience in public relations, program design, research and definition of resources, staging and coordination of events.

**Dates of Project:** Summer term 2011; start and end dates of internship are flexible

**Time commitment:** At least 12 hours per week; these hours must occur when a supervisor is present; flexibility in schedule is desirable to assist with evening and weekend programs.

**Application Deadline:** February 20, 2011

### **How to Apply**

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.