



**Intern Position Description-Department:** Learning- School and Teacher Partnerships

**Job Title:** School and Teacher Partnership Internship

**Location:** Cincinnati Union Terminal, 1301 Western Avenue, Cincinnati, OH 45203

**Purpose:**

The School & Teacher Partnerships intern supports the activities of the School & Teacher Partnerships Team, which is part of the Learning Team at Cincinnati Museum Center. The School & Teacher Partnerships team helps CMC reach mission-based goals through the creation and presentation of experiences for formal and informal education audiences at Union Terminal, at schools and other educational locations in the community.

**Key Responsibilities:**

- Create vocabulary guides and other supporting documents for Virtual Field Trips
- Prepare consumable items for group education programs
- Welcome schools attending field trips to Union Terminal
- Support program staff as they facilitate experiences

**Requirements for Internship:**

- Ability to initiate and perform tasks with limited supervision
- Strong verbal and written skills
- Experience with PC computers and typical software
- Must pass a background check
- Must have reliable transportation

**Physical Requirements:**

- Sitting and/or standing for extended periods of time
  - Lifting heavy and/or oversized program containers\*
  - Climbing ladders\*
  - Performing repetitive tasks
- \*Accommodations can be made

**Reports To:** Senior Director of School and Teacher Partnerships

**Length of Appointment:** 8 to 10 weeks

**Time Commitment:** maximum number of hours of work a week 20

**Dress Code:**

- Office/Work room setting
  - Dress Code: Office Casual
- Classroom/public space setting
  - Dress Code: CMC uniform polo

**Age Requirement:**

Must be 18 years of age or older