

Intern Position Description



Department: Community Collaborations

Intern Title: Community Collaborations & Accessibility Intern

Purpose: Community Collaborations & Accessibility Interns bring Museum Center closer to the Cincinnati community by actively engaging community members through educational experiences.

The primary role for the intern will be to present programming that generates excitement about STEM (Science, Technology, Engineering and Math) and local history. They will take the museum out of the exhibit halls and bring it to the streets by putting educational tools and resources in the hands and minds of local communities. Through this internship, Community Collaborations & Accessibility interns will gain experience in museum interpretation and program presentation. They will gain experience in educating a diverse population of varying age ranges and backgrounds.

This will be a unique opportunity to connect with the people of Cincinnati's many communities and learn about each neighborhood's past, present, & future. Interns will learn how to make museums a more accessible and equitable place for those in different economic situations, with disabilities, from different cultures and subcultures, and who may speak different languages. Community Collaborations & Accessibility interns will learn community partner skills that will serve them for the rest of their lives.

Each intern is expected to present programs at community events, complete the assigned readings, participate in internal and external meetings, complete written assignments, present findings, and embrace the phrase "other duties as assigned."

Background: The Community Collaborations department acts as a conduit between the community and the museum.

There are two Managers of Community Collaborations. One oversees CMC's monthly series of Theme Days, the fully immersive annual 1940's Day, and the relationships within one of our three focus Neighborhoods. The other manager oversees the annual Cincinnati Mini Maker Faire, the two or more monthly STEM Girls events, and the relationships within one of our three focus Neighborhoods.

The Director of Community Collaborations oversees the various pop-up community festivals & events, the relationships within one of our three focus Neighborhoods, and CMC's Accessibility Initiative including not limited to economic, cultural, disability, language, gender and religious accessibility.

Location:

- Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203
- Events throughout the Tristate region (Ohio, Kentucky and Indiana).

Key Responsibilities:

- Be an ambassador for Cincinnati Museum Center at local festival and street fairs
- Run education programming at the CMC booth
- Be willing and able to learn programming in a variety of topics from STEM to local history
- Speak knowledgeably about Cincinnati Museum Center
- Engage with public
- Attend Accessibility focused meetings
- Create and execute accessibility focused evaluations

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- Attend equity and inclusion trainings as offered

Requirements:

- Currently enrolled in an education, social work, nonprofit, occupational therapy, counseling, or marketing field
- Team player with excellent organization and communication skills
- Strong written and verbal communication skills
- Maintain discipline to complete tasks independently
- Open-minded and inclusive of all in our community
- Must possess strong communication and customer service skills to effectively present programming to diverse audiences, and to communicate with coworkers
- A dependable vehicle to get to the various events in the community with program bins as needed

Reports To: Gwen Elliott – Director of Community Collaborations

Length of Appointment: (standard is 10 weeks) August - November 2019

Time Commitment: approx. 20 hours a week (adjustable per intern's need)

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code: Close-toed shoes, khaki shorts or pants, CMC uniform shirt when externally focused; office attire when internally focused

Age Requirement, if any: 18+

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- Currently enrolled as an undergraduate student
- Currently enrolled as a graduate student
- Have graduated within the past year