

Intern Position Description



Department: Museum Experience

Intern Title: Duke Energy Children's Museum Operations Intern

Purpose: To assist the Duke Energy Children's Museum Manager in maintaining, creating and purchasing exhibit props and reporting exhibit maintenance needs. Interns will also assist in managing exhibit related activities and display window exhibit changes.

Background: At the Duke Energy Children's Museum, we encourage kids to climb, crawl, explore and learn about themselves and the world around them. Go on a wilderness adventure through The Woods, be a part of a complex machine in the Energy Zone and explore the neighborhood in Kids' Town. Dive into arts, culture, reading, science and more with over 1,800 hours of programming each year. Fun and learning go hand in hand at the Duke Energy Children's Museum, and we are consistently ranked in the top 10 children's museums in the U.S. To continue this high standard of play-based learning and to support our mission, it is critical that we provide clean and ready-to-use toy props in our exhibits and maintain reliable and working exhibit interactives.

Location: Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

Key Responsibilities:

- 4 hours a week: work in museum galleries alongside CMC staff and volunteers. Intern will work in the galleries to learn how the museum operates on a day-to-day basis.
- 8 hours a week: work with the Manager of the Duke Energy Children's Museum to identify and report exhibit maintenance needs and manage prop quality. Some props will need to be made and assembled. Intern will also manage the purchasing and replacement of props and supplies.
- 8 hours a week: Intern will work with the Manager of the Duke Energy Children's Museum and other team managers to implement exhibit related activities and more. This includes, but is not limited to; the annual Kid's Town Election (November 2019), materials/resources in Nature's Trading Post, The Woods scavenger hunt, and Corbett Theater window display case changes.

Hours delegated to duties are subject to change based on need. Hours will not exceed 20 hours a week.

Requirements:

- Have or be working towards a degree in education (early childhood preferred), museum studies, history, art education, or any science-related field. Facilities management also considered.
- Valid driver's license.
- A reliable means of transportation and the ability to make trips to various stores for supply needs.
- Portable laptop or tablet for research and office work.
- No Sunday or Monday hours are available. There is scheduling flexibility within the scope of Tuesday through Saturday.

Reports To: Kristen M. Woods – Manager of the Duke Energy Children's Museum

Length of Appointment: 10 weeks

Time Commitment: 20 hours/week

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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: When working on the museum floor, you are required to wear a red CMC uniform shirt, black or khaki pants/skirt/shorts, and close-toed shoes. When working in the office or in other areas off the floor, the dress code is casual to business casual. More details regarding CMC uniform requirements will be discussed during orientation.

Age Requirement, if any: 18+ years

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