

## Intern Position Job Description



**Department:** Museum Experience: Labs & Makerspaces

**Job Title:** KidSPACE and West End Art Gallery Art Educator

**Purpose:** This internship seeks to provide a community-based approach to engaging families in art and STEAM (Science, Technology, Engineering, Art and Math) experiences. At Cincinnati Museum Center, interns can develop and facilitate creative experiences in KidSPACE, where Science, Play, Art, Creativity, and Exploration come to life through hands-on making, experimenting, and tinkering. At the West End Art Gallery, interns can develop and assist in facilitating a variety of WE Gallery workshops in the community that focuses on art and creative expression. Through this internship, interns will gain dual experience in museum interpretation and program presentation, as well as community-based art experiences in the West End neighborhood in a gallery setting. They will gain experience in educating a diverse population of varying age ranges and backgrounds in informal education settings. During this unique opportunity, interns will be able to share their own strengths, talents and interests with our guests. We are looking for an individual who is enthusiastic, passionate and creative who are excited about working with diverse families, sparking creativity, and facilitating playful and engaging experiences that involve making of all kinds. This may be teaching guests how to use a sewing machine, a 3D printer, or constructing contraptions with recycled materials or leading art making workshops in either location.

Training on specific equipment available as needed.

**Background:** KidSPACE is an exhibit in the Duke Energy Children's Museum where Science, Play, Art, Creativity, and Exploration come to life through hands-on making, experimenting, and tinkering. Founded in 2016 by local artists, West End Art Gallery is a non-profit community arts center located in the West End neighborhood of Cincinnati. Serving more than 300 people annually, the Arts Center offers a gallery with rotating art exhibitions and arts education programs for youth and adults.

**Location:**

- Cincinnati Museum Center at Union Terminal, 1301 Western Avenue Cincinnati, Ohio 45203
- WE Gallery, 1721 Baymiller Street, Cincinnati, Ohio 45214

**Key Responsibilities:**

- Aiding staff in the development, implementation and evaluation of facilitated and non-facilitated experiences and programming related to art and making
- Engaging with visitors and community members
- Attend events, trainings or meetings as needed
- May have opportunity to develop program/project that advances goals of KidSPACE and WE Gallery

**Requirements:**

- Currently enrolled in a Fine Arts or Art Education Program
- Team player with excellent organization and communication skills
- Strong verbal communication skills and the ability to share information in a hands-on way
- Maintain discipline to complete task independently
- Must possess strong customer service skills to effectively present programming to diverse audiences, and to communicate with coworkers
- Must be comfortable working in a fast-paced environment
- Must have skills in art-making that can be shared with staff and guests.

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**Reports To:** Aryn McCandless, Manager of Labs & Makerspaces (CMC)  
Tia Brown, West End Gallery Director

**Length of Appointment:** Flexible (standard is 10 weeks)

**Time Commitment:** approximately 20 hours/week

**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, CMC uniform shirt with black or khaki pants, skirt or shorts

**Age Requirement, if any:**

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

- currently enrolled as an undergraduate student
- have graduated within the past year
- are currently enrolled in graduate school