

Intern Position Job Description



Department: Community Engagement & Programs

Job Title: Public Programs Intern

Purpose: To help develop new programs for Camps, Museum Birthdays, Overnights, and Scout Programs, and to assist with running these programs. Interns will have the opportunity to develop at least one new theme and accompanying activities for these programs.

Background: Within the Community Engagement & Programs department, Public Programs covers Museum Birthday Parties, Scout Programs, and Overnights. These three programs are core parts of our engagement with the community. Birthdays help form lasting positive memories of the Museum that carry over well into adulthood. Scout Programs help Boy Scouts and Girl Scouts earn merit badges in areas that Cincinnati Museum Center has expertise and knowledge. Museum Overnights are a unique way for guests to experience the Museum in a completely new way by spending an evening playing, learning, and sleeping in the museum galleries. The Museum Camps team is under separate leadership than Public Programs, but the two departments work closely together and collaborate often. Many supplies, lesson plans, and staff are shared. Museum Camps are offered during school breaks and cover a variety of themes.

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

Key Responsibilities: Assist with running Museum Programs (50%). Program writing and support (50%).

Requirements:

- Experience writing educational programs – either formal/classroom or informal education experience is acceptable
- Experience working with young children, families, scouts or school groups

Reports To: James Aubin, Manager of Public Programs

Nora Eskridge, Manager of Museum Camps

Length of Appointment: 10 weeks

Time Commitment: Minimum 10hrs/week (hours are available 10-4 Monday-Saturday)

Benefits:

- Free admission to museums
- Free admission to special exhibitions
- Free parking at the Cincinnati Museum Center
- Discounts at food and beverage locations
- Discounts in gift shops
- Discounts on tours, programs and events
- May be eligible for course credit from your educational institution

Dress Code: Office casual. Some days may require more casual/durable attire (i.e. blue jeans and t-shirts).

Age Requirement, if any: N/A

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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