

Intern Position Job Description



Department: Shows and Interpretation

Job Title: Script Writing and Costumed Interpretation Intern

Purpose: Work alongside members of the Shows and Interpretation team to create scripts and workshop experiences for both costumed historical interpreters as well as modern-day science show performers.

Background: The Shows and Interpretation team at Cincinnati Museum Center have recently entered into the exciting world of scripted and semi-scripted performance, and we need your help! Utilizing creative skills the Shows intern will help create short, scientifically-accurate stage shows as well as historically-sound costumed skits. If you're looking for a position that will increase familiarity with a museum environment while simultaneously allowing for content creation and audience interaction, this is for you.

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

Key Responsibilities:

- Create a short science show or historical theater piece, from inception to museum performance
- Assist with the creation and development of scripted and semi-scripted content
- Play a role in the live workshopping of content, as well as in the finished product
- Be willing to dress in period-appropriate historical clothing
- Work harmoniously with staff, volunteers, and other interns
- General office work
- Attend events, trainings or meetings as needed
- Be willing to dress in period clothing to assist with special events
- Work/ communicate with community partners and with various departments within CMC and Mercury Museum Services (a subsidiary of CMC)

Requirements:

- Adequate skill in script/short story composition (examples must be provided)
- Working towards a degree in creative writing, theater, history, science, or related field
- A working knowledge of historical contemporary lifestyle by era, or a strong willingness to obtain said knowledge
- Previous museum or theater experience a plus
- Must have a flexible schedule (some weekends needed for events)
- Self-motivated and disciplined
- Able to work independently in a fast-paced museum environment
- Excellent public relations and verbal/written communications skills are essential
- Have a familiarity with Microsoft Word, Excel, PowerPoint and Publisher
- Candidate must be able to perform occasional lifting of items up to 20 pounds, must be able to set up tables and chairs, and sit or stand for long periods of time up to an hour or more
- May be asked to assist with general museum experience programs, festivals and events

Reports To: Evan Lewis, Manager of Shows and Interpretation

Length of Appointment: 10 weeks

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Time Commitment: minimum 10-15hrs/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:

- Business casual
- Jeans are ok at given times

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