Intern Position Description: Learning - School and Teacher Partnerships

Job Title: School and Teacher Partnership Internship

Location: Cincinnati Union Terminal, 1301 Western Avenue, Cincinnati, OH 45203

Purpose:

The School & Teacher Partnerships intern supports the activities of the School & Teacher Partnerships Team, which is part of the Learning Team at Cincinnati Museum Center. The School & Teacher Partnerships team helps CMC reach mission-based goals through the creation and presentation of experiences for formal and informal education audiences at Union Terminal, at schools and other educational locations in the community.

Key Responsibilities:

- Create vocabulary guides and other supporting documents for Virtual Field Trips
- Prepare consumable items for group education programs
- Welcome schools attending field trips to Union Terminal
- Support program staff as they facilitate experiences

Requirements for Internship:

- Ability to initiate and perform tasks with limited supervision
- Strong verbal and written skills
- Experience with PC computers and typical software
- Must pass a background check
- Must have reliable transportation

Physical Requirements:

- Sitting and/or standing for extended periods of time
- Lifting heavy and/or oversized program containers*
- Climbing ladders*
- Performing repetitive tasks
  *Accommodations can be made

Reports To: Senior Director of School and Teacher Partnerships

Length of Appointment: 8 to 10 weeks

Time Commitment: maximum number of hours of work a week 20

Dress Code:
• Office/Work room setting
  o Dress Code: Office Casual
• Classroom/public space setting
  o Dress Code: CMC uniform polo

**Age Requirement:**

Must be 18 years of age or older