



Intern Position Job Description

Department: Community Festivals and Events

Job Title: 1940s Day Intern

Location: Geier Center

Purpose: Help with the planning, implementation and promotion of 1940s Day

Responsibilities:

- Work with community partners and with various departments within Museum Center.
- Identify potential new participants for 1940s Day.
- Develop creative and fun concepts for 1940s Day.
- General office work
- Attend events or meetings as needed.

Requirements:

- Working towards a degree in history, communications, event planning, education or liberal arts preferred
- Self-motivated and disciplined
- Must have a flexible schedule
- Able to work independently in a fast-paced museum environment
- Excellent public relations and verbal/written communications skills are essential.
- Creative and out-of-box approach to projects and tasks
- Previous museum or marketing experience is a plus.
- Event-planning experience is preferred.
- Candidate must be able to perform occasional lifting of items up to 20 pounds, 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 community engagement programs, festivals and events

Reports To: Manager of Community Festivals and Events

Length of Appointment: 10 weeks

Time Commitment: 15-20 hours per week

Benefits:

- Free admission to into the Duke Energy Children’s Museum
- Free admission to special exhibitions
- Free parking at the Cincinnati Museum Center
- Discounts on tours, programs and events

Dress Code: Business Casual — no jeans

Age Requirement: Must be over 18