

Intern Position Description

Department: Education

Job Title: Museum Programmer

Purpose: Cincinnati Museum Center is undergoing an exciting transition period during the restoration of Union Terminal. For this position, you will work closely with the learning team to coordinate the development of floor programming in support of upcoming galleries. This includes preparing new and exciting activities based on a diverse array of content matter for a variety of audiences and learning styles.

Responsibilities:

- Support the learning specialists through their program development process: assisting with miscellaneous office duties, conducting research for background information, proofreading and providing insight and feedback.
- Develop new floor programming and identify potential learning opportunities pertaining to the content of specific galleries.
- Present programs in the Duke Energy Children's Museum.
- Assist coordinators and managers with assignments related to upcoming galleries.
- Prepare and organize materials.

Requirements:

- Must possess a high school diploma.
- Currently working towards a degree in education or museum studies
- Experience working with children and excellent public relations skills
- Familiarity with education standards and passionate about providing new learning opportunities
- Must have an interest in interdisciplinary studies, helping make connections between science, math, history and early childhood education.
- Strong written and verbal communication skills
- Able to work collaboratively, while motivated to work independently
- Knowledge of Cincinnati Museum Center preferred.

Reports to: Coordinator of Community Festivals and Events

Length of Appointment: 10 weeks

Time Commitment: 15–20 hours a week

Dress Code: Business casual, closed toe shoes

Benefits:

- Free admission to museums
- Free admission to special exhibitions
- Free parking at Cincinnati Museum Center
- Discounts at food and beverage locations

- Discounts on tours, programs and events
- Obtain experience working on the museum floor.

Age Requirement: Must be over 18 years old.