



Intern Position Description

Program Development & Delivery Internship

For this internship, you will be working with the managers of Program Development and Delivery.

Duties would include:

- Assist with the inventory and cataloging of programming supplies.
- Assist with the inventory and cataloging of the Cincinnati Museum Center's Education Collection to coincide with the system used for the museum's permanent collection. The education collection contains both historical items and natural history and science items.
- Assist managers with department scheduling of staff members.
- Miscellaneous office duties (copies, laminating, etc.)

Qualifications:

- Willingness to work with a large collection inventory that requires attention to detail
- Outgoing personality
- Must have a familiarity with Word and Excel spreadsheets.
- Genuinely friendly and hospitable, tolerant of an at times noisy office environment
- Ability to remain calm and flexible in a changing environment

Benefits:

- Obtain experience working on the floor and behind the scenes of a museum.
- Networking with museum professionals
- 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