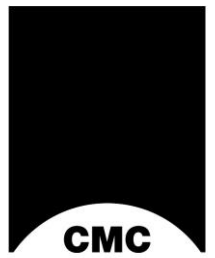


Intern Position Description



Department: Community Collaborations

Intern Title: Community Collaborations Street Team Intern

Purpose:

The Street Team brings Museum Center closer to the Cincinnati community by actively engaging community members at street fairs and festivals through educational experiences. The Street Team will present programming that generates excitement about science and local history. They will take the museum out of exhibit halls and bring it to the streets by putting educational tools and resources in the hands and minds of local communities.

Through this internship, Street Team interns will gain experience in museum interpretation and program presentation. They will gain experience in educating a diverse population of varying age ranges and backgrounds. They will learn how to make information more accessible and fun. During this unique opportunity, interns will connect with the people of Cincinnati's many communities and learn about each neighborhood's past, present, & future.

Each intern is expected to present programs at community events, complete the assigned readings, participate in meetings, critique programs, complete written assignments, present findings, and embrace the phrase "other duties as assigned."

Background:

The Community Collaborations department acts as a conduit between the community and the museum.

There are two Managers of Community Collaborations. One oversees CMC's monthly series of Theme Days, the fully immersive 1940's Day, and the relationships within one of our three focus Neighborhoods. The other manager oversees the annual Cincinnati Mini Maker Faire, the two or more monthly STEM Girls events, and the relationships within one of our three focus Neighborhoods.

The Director of Community Collaborations oversees the various pop-up community festivals & events, the relationships within one of our three focus Neighborhoods, and CMC's Accessibility Initiative, including not limited to economic, cultural, disability, gender, and religious accessibility. Members of the Community Collaborations Street Team will report to the Director of Community Collaborations.

The Street Team, together with the Community Collaborations team, support the overarching Community Engagement and Programs, which also includes Museum Camps, Birthday Parties, Scout Programs, and Adult Programs. The other two arms of Museum Education are School & Teacher Partnerships and Museum Experience. The entire Education branch of the Museum is led by CMC's Chief Learning Officer.

Location: Union Terminal and throughout the community

Key Responsibilities:

- Serve as an ambassador for Cincinnati Museum Center at local festivals and street fairs
- Speak knowledgeably about Cincinnati Museum Center
- Run education programming at the Cincinnati Museum Center's booth
- Engage with public at the CMC booth

Intern Position Description

- Deliver museum programming at a variety of community fairs and events.
- Utilize research to develop public programs.

Requirements:

- Must possess strong communication and customer service skills to effectively present programming to diverse audiences, and to communicate with coworkers
- Must be comfortable working outside in a variety of weather scenarios
- Must be comfortable working with and engaging diverse communities and in a variety of Cincinnati neighborhoods
- Must have reliable transportation
- Team player with excellent organization and communication skills
- Maintain discipline to complete task independently
- Basic knowledge of computer technology:
 - Navigate in and use Windows 10 and use Windows Office applications
 - Create and save Microsoft Word, Excel and PowerPoint files
 - Find basic resources on the Internet
 - Send, receive and manage email
 - Create and organize files and folders

Reports To: Gwen Elliott

Length of Appointment: (standard is 10 weeks) 10 weeks

Time Commitment: 15-20 hours a week

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code: Red CMC uniform shirt, black or khaki pants or shorts, and closed toed shoes when in front of guests. Business casual when in the office.

Age Requirement, if any: 18+

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- currently enrolled as an undergraduate student
- have graduated within the past year
- are currently enrolled in graduate school

Intern Position Description