

Intern Position Job Description



Department: Community Engagement & Programs

Job Title: Museum Camps Intern

Purpose: To help Museum Camps by assisting with running programs and materials organization. Interns will assist instructors by facilitating activities with campers and assisting with before care and after care for campers with early arrivals or late departures. During summer Museum Camps, you will assist with back-of-house such as running supplies, assisting with camper paperwork, covering counselor lunches within the classroom and helping with check-in and check-out procedures.

Background: Museum Camps offer day camps onsite at Union Terminal and offsite at multiple satellite locations. Museum Camps offer camps during spring break and summer with a variety of themes and activities ranging from but not limited to LEGO Engineering, Dino Discovery and STEM based camps. Grade bands range from Kindergarten to 8th grade.

Spring sessions will be held March 23-27, 2020 and April 13-17, 2020.

Summer sessions will be held May 25 (excluding Memorial Day) through August 7, 2020.

Location: The main location will be Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

Key Responsibilities: Assist with running back of house operations to execute Museum Camps (60%). Assist with program facilitation and instructor coverage (40%).

Requirements:

- Be available for summer Museum Camps Training on either May 18-22, 2020 8:00am-4:30pm or May 26-29, 2020 8:00am-4:30pm.
- Experience with educational programs – either formal/classroom or informal education experience is acceptable
- Experience working with young children, families, scouts or school groups
- Experience with Microsoft Word and Excel

Reports To: Nora Eskridge, Manager of Museum Camps

Length of Appointment: Spring Break is 3-4 weeks and summer camps are 11-12 weeks

Time Commitment: Minimum 10hrs/week (hours are available from 7:15am -6:00pm Monday-Friday)

Benefits:

- Free admission to museums
- Free admission to special exhibitions
- Free parking at the Cincinnati Museum Center
- Discounts at food and beverage locations
- Discounts in gift shops
- Discounts on tours, programs and events
- May be eligible for course credit from your educational institution

Dress Code: Casual/durable attire (i.e. blue jeans and t-shirts). Interns will receive Museum Camp t-shirt.

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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
- Currently enrolled as a graduate student
- Have graduated within the past year