

## Intern Position Job Description



**Department:** Museum Experience

**Job Title:** Early Childhood Gallery Activities Intern

**Purpose:** To assist the Gallery Activities team with the development, research, review/copy editing and delivery of early childhood programming.

**Background:** Cincinnati Museum Center is in an exciting new chapter of its story with the opening of new galleries and the introduction of unique learning experiences for visitors of all ages. The Gallery Activities team is responsible for the daily floor operations within the Duke Energy Children's Museum, the Museum of Natural History & Science, and the Cincinnati History Museum. This includes engaging with the public by interpreting exhibits across the three museums and facilitating activities within the galleries that directly interpret exhibit content. Gallery programs are highly interactive and include interdisciplinary education goals that require significant brainstorming, research, and experimentation. An important subcategory of programs are experiences designed to engage guests younger than five years old, featuring topics and activities connected with developmental and educational goals.

**Location:** Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

### Key Responsibilities:

- Present programs in the Duke Energy Children's Museum, the Museum of Natural History & Science and the Cincinnati History Museum.
- Assist in the galleries during specified shifts.
- Support the Gallery Activities team in their program development process which includes conducting research for background information, copy editing and providing insight and feedback.
- Edit and develop new or existing early childhood programming based on identified learning opportunities.
- Work with the Gallery Activities Manager to organize materials and information related to early childhood programming.

### Requirements:

- Possess High School Diploma.
- Possess or currently working towards a degree in Early Childhood Education.
- Experience working with children.
- Familiarity with state education standards and passionate about providing new learning opportunities.
- Strong written and verbal communication skills.
- Ability to work collaboratively and motivated to work independently.
- Knowledge of Cincinnati Museum Center preferred.

**Reports To:** Rebecca Rasnick, Manager of Gallery Activities

**Length of Appointment:** 10 Weeks

**Time Commitment:** 16 Hours

**Benefits:**

## Intern Position Job Description

- 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:** Business casual, close toed shoes, CMC uniform when scheduled to work in the galleries (CMC shirt with black or khaki pants, skirt or shorts)

**Age Requirement, if any:** Must be over 18 years old.

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

- Currently enrolled as an undergraduate or undergraduate student
- Have graduated within the past year