

## Intern Position Description



**Department:** Learning Team, School and Teacher Partnerships

**Intern Title:** Ohio History Day Event Planning Intern

**Purpose:** Assist the Manager of School and Teacher Partnerships as we prepare, implement and promote Ohio History Day

**Background:** Cincinnati Museum Center proudly acts as Region 8 Ohio History Day coordinator. As coordinator, we are excited to once again bring Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland and Warren county students together for the 2020 regional contest at University Cincinnati's Tangeman University Center. Ohio History Day (the science fair of social studies) is a project-based learning opportunity for students to engage with historical topics in an authentic approach. Students choose to either write an essay, create a documentary, display an exhibit, write and perform song or play, or create a website. Projects are presented to an audience of community partners who deliver constructive feedback and decide which projects will advance to state and national competitions. This year's theme is *Breaking Barriers in History*. Ohio History Day engages students across curriculum, giving them the opportunity to be creative, collaborative, and think critically. When studying history through historical research, students practice critical inquiry by asking questions of significance. This student-centered project also connects to Ohio Learning Standards and guarantees an exciting opportunity for participants.

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

### Key Responsibilities:

- General office work
- Attend events, trainings or meetings, as needed
- Identify potential community partners for OHD
- Organize event materials and details
- Website management
- Assist with event setup
- Optional: Assist the day of the event (Saturday, March 21)

### Requirements:

- Working towards a degree in History, High School Education or Event Planning preferred
- Strong written and verbal communication skills
- Ability to work collaboratively, while motivated to work independently
- Strong computer/internet skills

**Reports To:** Hayley Andrews, Manager of School and Teacher Partnerships

**Length of Appointment:** 6-10 weeks

**Time Commitment:** 16 hours/week, Monday - Friday

### Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center

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- 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

**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