



Internship Announcement

Position: **Education Intern, Spring 2024**

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately 20 hours per week. Schedule is flexible, but the ideal candidate will be available on dates referenced below.

Purpose and Goals: MIM seeks an intern to work alongside members of the Education Department. The intern will learn how museum education enhances the guest experience while making an important contribution to MIM's mission. The intern will be involved in a variety of activities related to museum education such as museum guide training, program planning and implementation, education collection management, program evaluation, museum tours, and everyday administrative tasks.

Duties and Responsibilities:

- Provide support for Spring 2024 Museum Guide Training (pre-session prep, administrative support, and general assistance on Monday and Thursday mornings, February 15th–March 21st)
- Provide support for Museum Guide continuing education programs
- Assist with MIMkids classes, as needed
- Update and edit educational materials such as museum guide training documents and online MIM Educator Resources on MIM.org
- Help inventory and maintain the education collection
- Assist with adult program (memory care, adult tours, etc.) outreach and administration, as needed

Qualifications:

- Completed at least two years of undergraduate work; recent graduates or graduate students are encouraged to apply
- Possess strong guest service skills and enjoy working with people (museum guests and internal team members)
- Manage multiple deadlines at once while keeping an organized, detailed record of progress
- Committed to improving or developing skills in informal education
- Passionate about working with children and families; must be comfortable speaking to groups of adults and children

- Have an interest in education in a museum setting: creating a fun, inclusive, and interactive environment
- Have an interest in the museum's collections: musical instruments, material culture, and ethnomusicology

Educational Opportunities:

- Gain hands-on experience in informal education, music education, and museums
- Learn and apply museum-industry best practices and standards
- Become familiar with non-profit, and specifically museum, organizational practices

Internship Term

- Spring 2024, 20 hours per week
- Desired start date is early January 2024

Apply Here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=479120&source=CC2&lang=en_US