

## **Minnesota Children's Museum Internship Position Description**

**Position Title:** Costume Design and Props Intern  
**Department:** Exhibit Production  
**Supervisor Title:** Exhibit Props Specialist  
**Classification:** Intern, Temporary, Part-time (10-20 hours per week for 10-12 weeks)

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### **Institutional Mission**

Sparking children's learning through play

### **Position Summary**

The Exhibits Maintenance Intern assists Exhibit Production staff in creating, maintaining and installing Museum exhibits and their components. Many of our exhibits include costumes that children may wear while engaging in dramatic play. Our exhibits also include hundreds of props that need repair and maintenance. Projects vary depending on the project workflow for our Exhibits Production Department. Specific assignment will vary based on the intern's skill and experience level.

### **Major Job Accountabilities**

- 50% Clean, repair and maintain existing costumes and props
- 20% Pattern and stitch new costumes (depending on workflow and skill level)
- 10% Install and/or remove temporary exhibits
- 10% Assist in maintaining exhibit shop equipment
- 10% Other duties as assigned

### **Knowledge, Skills and Abilities Required**

1. Knowledge and experience with costume design, patterning and stitching.
2. Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
3. Skill in coordinating tasks and projects.
4. Enjoy working with in a team environment.

### **Training Provided**

1. Intern Orientation
  2. Exhibit component operation and maintenance
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