

Minnesota Children's Museum Internship Position Description

Position Title: Public Programs Coordination Intern

Department: Daily Programs

Supervisor Title: Public Programs Manager

Classification: Intern, Temporary Part-time, 10-12 hours a week/120 hours.

Institutional Mission

Sparking children's learning through play

Position Summary

This position is responsible for assisting the Programs Team with daily logistical functions necessary to run the Museum's full Public Programming line-up. This may include assisting with scheduling, taking inventory and ordering supplies, collecting and calculating program data, assisting with program-related communications, coordinating logistics for special programs and activities and special projects to improve department processes.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and museum staff. All duties will be carried out with the direction and supervision of the Public Programs Manager or Animal Care and Programs Lead.

% of Time

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| 55% | 1. Assist with administrative tasks including but not limited to: calculating data for monthly reports, creating schedules, completing event forms, planning for special programs, and special projects as assigned. |
| 15% | 2. Meet and greet special performers as needed. Fill-in as needed on programs for short periods of time. |
| 10% | 3. Assist with maintaining program inventory, source new supplies as directed. |
| 10% | 4. Pre-screen intern applicants including reviewing applications and conducting phone interviews if necessary. Assist with in-person interviews as schedule allows. |
| 5% | 5. Attend meetings, take and distribute notes as needed. |
| 5% | 6. Document programs through photos and observation, maintain a display wall and update monthly. |

Knowledge, Skills and Abilities Required

1. Some post-secondary education in a related field.
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. Computer skills, including word processing. Experience with excel a plus.
5. Ability to work well with people. Strong written and oral communication skills.
6. Preferable skills/experience: customer service, volunteer experience, leadership roles, experience working/volunteering in family-oriented environments (interacting with adults and children together), and/or previous experience working with children.

Training Provided

1. Museum background and philosophy.
2. Play Training (Museum educational roots and visitor interaction skills).
3. Assignment Specific Training
4. Optional training available depending on intern's personal schedule: "Supporting Parents in Public: Wakanheza," Annual Museum Professional Development Day – Topic TBD, and more.