

Intern Project Description

Education Department Assistant

Supervisor: Director of Education

Objective:

To participate in a range of activities to support the planning, development, and implementation of education programs. Position is designed to give the successful candidate an introduction to museum education, program design, and working with diverse audiences (teachers, youth, families, and adults).

Responsibilities:

A summer internship in the Education Department will include the following:

1. **Research Project:** Each intern will be assigned a research project for either school or adult audiences (please specify area of interest). Intern will work with an educator to define the focus, develop timeline for R&D and benchmarks, and design of the final deliverable.
2. **Program Management:** The intern will work as a team with two other interns to plan, develop, and coordinate the museum's participation in the Millennium Park Family Fun Tent. Intern team will be responsible for all aspects of CHM hosting the craft area for one week in July. Responsibilities will range from identifying and developing 3-4 craft activities; purchase and preparation of supplies; coordination staffing sign-up and day-of supervision; and budget and records.
3. **Program Staffing:** Support coordinating and staffing of programs for youth, teacher, and adult audience (films, tours, workshops). Responsibilities will include set-up and staging of program; greeting and registration of participants; introduction of presenter; and distribution of any materials.

Other Responsibilities may include:

- Identify photos for program promotion and curriculum resources
- Bibliographies to complement program themes
- Resources to support program implementation identification of presenters, tour destinations, program materials
- Participate in audience studies and In-pur program survey results into data base

Qualifications:

The candidate should have an interest in life-long learning and making history relevant to diverse audiences through innovative interpretative programs and resources. The successful candidate needs to be motivated; capable of working in a high energy environment, a creative and flexible thinker, willing to work independently and supportive of a team; be curious and creative; have strong research and organizational skills. Applicant should have completed Junior year in college or graduate degree in a related field or have recently obtained a degree.

Final Product:

Intern will contribute to the planning and implementation of education programs; intern will gain experience in public relations, program design, research and definition of resources, staging and coordination of events.

Dates of Project: June, July, and August 2012; a minimum of 15 hours a week which will include the staffing of at least one evening and one weekend program. Start and end dates of internship are flexible

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.