



Internship Announcement

Position Title: **Education Intern, Spring 2018**

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 with some weekend work required.

Purpose and Goals: MIM seeks an intern to work alongside its Education and Public Programs 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: program planning and implementation, program evaluation, volunteer scheduling, museum tours, and everyday administrative tasks.

Duties and Responsibilities:

- Provide support for Spring 2018 Museum Guide Training (classroom setup and general assistance on Tuesday and Thursday mornings, February 6–March 8)
- Assist with Professional Development for preK–12th grade teachers (March 10, April 7, and other dates TBA)
- Assist with MIMkids classes (birth–age 18: Mini Music Makers, Musical Adventures, and Junior Museum Guides) and administrative details
- Update and edit online MIM Educator Resources on MIM.org and any external listings
- Assist with Public Programs (Musical Icon: Ella Fitzgerald, February 24-25; Experience Ireland, March 17-18; Musical Icons: Tito Puente and Celia Cruz, April 14-15; Experience China, May 4-5; Experience the Mediterranean, June 9-10), as needed

Qualifications:

- Completed at least two years of undergraduate work; recent graduates or graduate students may also apply
- Possess strong guest service skills and enjoy working with people (museum guests and internal team members)
- Manage many deadlines at once while keeping an organized, detailed record of progress
- Committed to improving or developing skills in music education (for children ages 0–18)

- 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 2018 with a possible extension; 20 hours per week; some weekend work required
- Desired start date is early to mid-February

For more information please visit our website at mim.org

To apply please follow the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=themim&jobId=76291&lang=en_US&source=CC2