Thinkery
Intern Position Description

**Position Title:** Kitchen Lab Intern  
**Department:** Education Department  
**Classification:** Non-paid internship and does not require academic credit  
**Reports To:** Kitchen Lab Coordinator

The mission of Thinkery is to create innovative learning experiences that equip and inspire the next generation of creative problem solvers. For more information about Thinkery, check out [www.thinkeryausin.org](http://www.thinkeryausin.org).

**Position Summary:** The Kitchen Lab Intern’s primary functions include assisting with the implementation of existing programs in the Kitchen Lab exhibit space, development of activities for the Kitchen Lab space to keep it relevant, and logistic planning. Additional tasks may include preparing Food Science, Chemistry, Biology focused programs which support STEAM (science, technology, engineering, art and mathematics) learning, facilitating gallery activities and other learning experiences.

This internship will provide the student with practical experience teaching and developing curriculum for museums and children, as well as behind-the-scenes experience with the production and implementation of an exhibit space. S/he will be working with a well-respected informal education institution during an exciting time of growth.

**Essential Job Functions:**
- Assist implementing educational programs for a variety of audiences in the museum’s Kitchen Lab program space.
- Maintain and organize materials.
- Facilitate daily activities with children aged 4 and older in the Kitchen Lab program space.
- Support and mentor museum and youth volunteers assisting with programs.
- Assist with the evaluation of applicable programs and exhibits. This includes collecting data through observation, research, and survey.
- Programs may include science and nutrition workshops and daily activities.

**Qualifications Experience/Knowledge, Skills and Abilities:**
- Detail oriented, accurate and possesses a strong attention to detail. Excellent critical thinking skills. Excellent oral and written communication skills.
- Ability to work within a staff team and to organize multiple tasks and responsibilities while maintaining efficiency.
- Ability to meet deadlines. Ability to work within established guidelines and make recommendations to improve process and procedures.
- Advanced computer skills, proficiency with Microsoft Office.
- Knowledge of chemistry, biology, food science (including nutrition), and/or environmental sciences.
- Positive attitude.
- Must be available occasional evenings and weekends.
- Experience working directly with young children and the adults in their lives.
- Confidence and competence working with all children and families of all race, gender, and ability.

**Schedule:** 10-20 hours/week, flexible but regular schedule will be established between intern and supervisor. Weekend schedule is possible.