Thinkery
Public Programs Intern Position Description

**Position Title:** Public Programs Intern  
**Department:** Education Department  
**Classification:** Non-paid internship and does not require academic credit  
**Reports To:** Associate Director of Programs

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.thinkeryaustin.org](http://www.thinkeryaustin.org).

The Public Programs team works collaboratively to develop and deliver high-quality and engaging experiences for children and adults through camps, scout programs, evening programs, and birthday parties.

This internship position will provide the student with practical experience developing content and teaching in the museum setting. Interns will assist with the logistics of program operations from ideation to implementation and refinement. They will have the opportunity to work with a well respected educational establishment and learn the behind the scenes workings of a successful children’s museum.

**Essential Job Functions may include:**

- Assist Associate Director of Programs and Public Programs Coordinators with content and activity development by researching, prototyping and lesson plan writing for activities to be used in evening programs, scout programs, camps and/or birthday parties.
- Assist with program marketing including activity descriptions and event documentation.
- Procure, maintain and organize program equipment and supplies.
- Maintain and contribute to planning documents including budgets, schedules, curricula, programs and event maps.
- Write activity lesson plans to be implemented by Thinkery staff and volunteers (using Thinkery template).
- Assist with communicating to staff via internal network.
- Attend and assist with applicable museum special events. Work directly with the public, Thinkery staff and volunteers.
- Assist with program evaluation and refinement. This includes collecting data through observation, research, and survey and contributing during public programs team meetings.
- Serve as role models and offer guidance to youth volunteers.
- Give feedback to museum educators on the effectiveness of camp, scout, evening program and birthday party curriculum

**Qualifications:**

- Commitment to and enthusiasm for the mission of Thinkery
- Experience working with adults and children of all race, gender and ability
- Strong interpersonal skills
- Confidence in working independently as well as with a team
- Competency in multitasking and time management
- Desire to create and collaborate on curriculum development with limited guidance
- Positive attitude and lots of energy
- Experience with special event planning and delivery is a plus
- Must be 18 years or older

**Schedule:** 15-30 hours/week, hours typically fall between 8am and 5pm on weekdays but weekend scheduling is possible. Required attendance to various special evening events.