Thinkery
Intern Position Description

**Position Title:** School Program Intern  
**Department:** Education Department  
**Classification:** Non-paid internship and does not require academic credit  
**Reports To:** School Programs Specialist

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).

In this position the intern will work closely with the School Programs Specialist to develop, implement and evaluate the School Programs - Guided Tours.

This internship position will provide the student with practical experience implementing curriculum in the museum setting. 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:**
- Assist Museum Education team with administering and implementing educational programs for school and group tour audiences. Including managing and communicating logistics, attending and assisting with staff trainings, developing curriculum, and facilitating tours.
- Maintain and organize museum educational materials related to tours.
- Assist with the evaluation and revision of the tour program and curriculum. This includes collecting data through observation, research and survey.
- Attend applicable museum special events.
- Assist with promotion of applicable programs.

**Qualifications:**
- Commitment to and enthusiasm for the mission of Thinkery.
- Experience working directly with young children and the adults in their lives.
- Confidence working with 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.
- Strong organizational skills.
- Positive attitude and lots of energy.
- Spanish proficiency preferred.

**Schedule:** 15-20 hours/week, hours typically fall between 8am and 3pm on weekdays