Thinkery
Intern Position Description

**Position Title:** Technology Education Intern  
**Department:** Education Department  
**Classification:** Non-paid internship and does not require academic credit  
**Reports To:** Community Education Manager  

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 STEAM Educators & Community Education Manager to develop, implement and evaluate the EdEXchange spring semester program.

This internship position will provide the student with practical experience implementing curriculum in a variety of educational settings, including classrooms, afterschool programs and libraries. They will have the opportunity to work with a well respected educational establishment, collaborate on a program that implements creative technologies into educational settings, gain skills in technology software and programs, and learn the behind the scenes workings of a successful children's museum.

**Essential Job Functions:**

- Assist EdExchange team with administering and implementing educational programs with partner sites. Including managing and communicating logistics, attending and assisting with staff trainings, collaborating with partner educators, developing curriculum, and facilitating classes.
- Maintain and organize educational materials related to EdExchange, such as technology inventory.
- Assist with the evaluation and revision of the EdExchange program and curriculum. This includes collecting data through observation, research and survey.
- Attend applicable museum special events.
- Assist with promotion of applicable programs.
- When working at program sites, supervise children to keep them safe and engaged while effectively managing a classroom work environment.
- Adhere to Thinkery policies and procedures. Respect policies and procedures of program host sites.

**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.
- Experience working with technology programs/equipment or willingness to learn
- Prior experience with Scratch, Tinkercad, robotics, coding and stop motion animation preferred
- Knowledge of technology and science concepts, such as circuitry
- Spanish proficiency preferred.
- Dependable transportation to travel to/from program host sites in the greater Austin area.

**Schedule:** 15-20 hours/week, hours typically fall between 11am and 6pm on weekdays, with occasional evenings