



Intern Position Description

<u>Position Title:</u>	Special Event Planning Intern
<u>Department:</u>	Education Development
<u>Classification:</u>	Non-paid internship and does not require academic credit
<u>Reports To:</u>	Public Programs Manager & Public Programs 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.thinkeryaustin.org.

Position Summary:

In this position, the intern will be assisting with the implementation of public programs and activities, launching new programming, activity development, evaluation and assessment, and working directly with children and families. Additional tasks may include preparing written work that support STEAM (science, technology, engineering, arts, and mathematics) learning and other learning experiences at the Thinkery.

This position will provide the intern with practical experience managing special programming from conception to execution in the museum setting. Public Programs within the Spring 2018 semester will include:

- Thinkery21 Events, our adults-only nights at the museum
- Birthday Party Programming
- Parents' Night Out, camp-like setting and programming for youth
- Family Night
- Sensory Friendly Hours
- Museum Outreach Events

Thinkery interns will have the opportunity to work with a well-respected informal education institution and learn the behind the scenes workings of a successful children's museum. For more information about the museum see www.thinkeryaustin.org.

Major Responsibilities:

- Attend and assist with applicable museum special events.
- Assist supervisor in creating innovative programs through partaking in ideation, creation, and logistics management.
- Assist with materials preparation and organization.
- Assist with researching, developing and implementing educational programs for a variety of audiences. This may include:
 - Creating lesson plans and assisting in the design of public programming.
 - Developing curriculum focused on STEAM and creative problem solving.
 - Delivering program directly to visitors.
 - Attending and assisting with volunteers and staff training, to present information and successfully engage visitors in activities and programs.
 - Communicating logistics and collaborating with museum partners.
- Assist supervisor in creating innovative programs through partaking in ideation, creation, and logistics management.
- Assist with the evaluation of programs and exhibits. This includes collecting data through testing, observation, research and survey in an informal setting.



- Assist with promotion of applicable programs.
- Serve as role models and offer guidance to youth volunteers.
- Ensure the safety and interact with visitors in the museum.

Qualifications, Experience/Knowledge, Skills, and Abilities:

- Commitment to and enthusiasm for the mission of the 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.
- Desire to create and collaborate on curriculum development with limited guidance.
- Positive attitude and lots of energy.
- Interns must have a high school diploma or GED. All interns must be 18 years of age or older.

Schedule:

Schedule is 15-20 hours/week, hours typically fall between 8am and 5pm on weekdays
Internship Length: Varies. Dates would fall somewhere between January and May but are open to negotiation.