



## Program Intern

Unpaid position; available immediately

The Children's Museum of Southern Minnesota is a dynamic, growing, child-centered non-profit 501(c)(3) organization. The mission of the Children's Museum of Southern Minnesota is to ignite the natural curiosity of every child through the power of play in a dynamic, awe-inspiring environment.

### **Internship Description:**

The program intern will assist the Program Manager with prepping, supporting, observing, and evaluating programming at the Museum. Exact duties and projects will be determined by mutual agreement of the intern and Museum staff.

The applicant needs to be able to stand or sit for extended periods of time. Minimum required hours are 12 per week, with weekend availability.

### **Internship Responsibilities:**

- Assisting in the preparation of materials for prototyping new and ongoing activities and prototyping new programs with Museum visitors.
- Assisting in the preparation, gathering, and set up of materials for daily programs.
- Assisting with activities and exhibits, including general public and/or school groups.
- Facilitating programs.
- Observing and tracking numbers for general visitor programs.
- Assisting Museum programming and exhibits staff with other projects as needed.

### **Qualifications:**

- Experience working with and/or teaching children.
- Currently enrolled in or completed some post-secondary education.
- Strong writing and communication skills.
- Research skills and a basic knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to demonstrate professional behavior.
- Ability to coordinate multiple tasks and projects, to work independently and follow directions.
- Ability to work well with people, including children and families of all backgrounds.
- Ability to be flexible and change tasks at a moment's notice.

### **Application:**

To apply for this internship, submit a cover letter and resume to Dana Sikkila, Volunteer Coordinator, at [dana.sikkila@cmsouthernmn.org](mailto:dana.sikkila@cmsouthernmn.org)