

**Madison Children's Museum
INTERNSHIP DESCRIPTION**

Position Title: Community Outreach Intern	Division/Department: Education
Supervisor: Director of Community Partnerships	FLSA Status: Non-exempt; part time LTE; June-August 2024
Pay Grade: \$15/hour	Date Updated: 2.12.24

To apply: fill out internship application form at
<https://madisonchildrensmuseum.org/about/work-at-mcm/internships/>

SUMMARY OF INTERNSHIP SCOPE & RESPONSIBILITIES

Madison Children's Museum's Roadshow program brings mobile exhibits and programs to community events held in parks, community centers, and public venues throughout the Madison area. The mission of Roadshow is to reach underserved populations, including children and families who may face barriers to visiting MCM. The community outreach intern will work with MCM staff to help create and put together kits for STEM activities for the Roadshow, create an event-specific art activity for a selected event, and assist with staffing Roadshow events during summer 2024.

The majority of work time is spent in direct interaction with the public. Most outreach activities will be developed for an age range of 2-8 years old.

Internship dates: June 17-August 11, with the option to continue through August 31, 2024.

Hours per week: 15

Work hours will vary. Roadshow events typically take place for 2-4 hours per event, during daytime hours on weekends, and between 10 am and 7 pm on weekdays.

Essential Job Functions

- Assists Director of Community Partnerships and Outreach Coordinators with the planning and implementation of activities for Roadshow events.
- Ensures that Roadshow programs are child-based, accessible to a wide audience, and reflect the mission of Madison Children's Museum.
- Interacts with the public in a friendly, professional manner, with exemplary customer service.
- Organizes Roadshow program supplies and materials

INTERNSHIP QUALIFICATIONS

Preferred education or work experience

- Coursework and/or relevant experience in child development, early childhood education, elementary education, visual arts, or related field.
- Experience working with children ages 2–8 in child care, classroom, or informal education settings.

Student status requirement:

Madison Children's Museum internships are available to students currently pursuing a degree at a college or university.

Required Knowledge and Skills

- Basic computer skills.
- Ability to lift up to 50 lbs: position includes moving & setting up exhibit components.

Other Qualifications/Requirements:

- Weekend and occasional evening work required.
- Bilingual skills desired.
- Interest in interdisciplinary programs and informal education
- Ability to relate well to people of all ages and backgrounds.
- Ability to work successfully as a team player.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. The position also involves frequent repetitive motion (typing, filing, etc.). The noise level in the work environment is usually moderate to loud. The position requires some outdoor work year-round, and includes care of plants and animals.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified