

Natural World Museum Internship Application

Education & Outreach Intern

Title: Education and Outreach Intern
Department: Education and Outreach
General Supervisor: Director of Education and Outreach
Required Availability: Flexible – 9am to 5pm
Hours per Week: 8 (minimum)—20 hours per week

Experience Gained:

- Great opportunity to get involved in the thriving nonprofit community
- Exposure to the world of museum education through multi-demographic outreach
- Gain valuable skills in the field of international outreach, new media education, hands-on education, research and prospecting
- Practice project management skills
- Engage in cultural and community events

Training and Support Provided:

- On-site training with Education and Outreach staff to become familiar with and experienced in all applicable educational and outreach tasks and responsibilities
- Continued consultation and supervision with Director of Education and Outreach
- Access to resources that help you build your experience in the Education, Outreach and nonprofit field and support your educational goals

Intern Responsibilities:

- General administrative duties including assisting with the organization of educational material, copying, correspondence, and local and online outreach
- Follow and generate reports on the progress of programming
- Other education and outreach duties as assigned
- Work with Volunteer Services as assigned

Qualifications:

- An interest in learning about museum, art, environmental conservation and advocacy, and business development work
- Excellent interpersonal skills with the ability to interact with individuals in a diverse environment; good sense of humor
- Desire to learn about alternative forms of outreach
- Desire to work with groups of all ages from youth to seniors