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## **Internship Opportunities at the Idaho State Museum**

### **Education Department Internship- Spring 2022**

**Title:** Family & Community Programs Intern

**Location:** Idaho State Museum

**Staff Mentor:** Curator of Education, Idaho State Museum

**Schedule:** Summer, Tuesday-Saturday between 8am-5pm. Must have some weekend availability.

**Scope:** The Education team seeks a Family and Community Programs Intern to help with the coordination and implementation of our Family and Teen Programs. The Museum runs MakerStation and History in Hand carts, Family Days on select Saturdays, and the GEM High School Volunteer Program. The intern's primary role will be to learn and help manage family programming and day-to-day tasks and to provide management and mentorship for youth participating in our teen programs. The Intern will also learn how to develop and implement interpretive programs and hands-on activities at the Museum. Other logistical tasks will be assigned on an as-needed basis.

#### **Learning Objectives:**

The intern will help to create and manage resources for educators, students, and chaperones and support Museum Education staff with field trip and outreach programs.

#### **The Intern will:**

- Learn and implement best practices of informal education methodologies
- Learn how to lead Museum programming and interact with a wide variety of Museum audiences
- Understand the organization and structure of a museum
- Mentor teen audiences from diverse communities

- Understand and execute evaluation processes for Family & Community Programs
- Collaborate with local organizations
- Learn how to develop and lead interpretive programs and hands on activities
- Learn about volunteer management and administrative support in the workplace
- School credit - Participants may arrange for academic credit for the internship through their college or university

**Intern tasks:**

- Research and investigate using primary and secondary sources from the Museum's collection and the Idaho State Archives.
- Develop programming and events for family and community audiences
- Communicate with and establish community partners (i.e. libraries, nonprofits, schools, local events)
- Prepare family program materials and assist with administrative tasks
- Conduct surveys to better serve education audiences
- Facilitate activity and outreach experiences for families and intergenerational audiences
- Mentor and manage high school volunteers
- Others as assigned

**Minimum requirements:**

- Experience and/or interest in leading public programs for diverse youth and families
- An interest in Idaho and its history
- Computer skills including ability to input information into a database and manipulate that information
- A reliable means of transportation
- Strong organizational skills

**To apply:** If interested, please send a cover letter and resume to Emily Chivers, Curator of Education at [Emily.chivers@ishs.idaho.gov](mailto:Emily.chivers@ishs.idaho.gov)

## **Hispanic Community Programming Internship** **at the Idaho State Museum**

**Scope:** The Idaho State Museum is currently expanding their Hispanic Programming statewide. With the help and support of a community advisory committee, we are identifying new program and accessibility opportunities for our audiences.

The Museum currently offers a free monthly virtual program, Nuestras Voces, that is presented in Spanish intended to specially engage Idaho's Spanish-speaking community. In addition to this virtual program, the Museum also holds programming and events commemorating Dia de los Muertos annually. We are also growing and expanding the activities and communication that we can offer audiences translated into other languages.

This intern will support the organization and communication with partners, including those on the advisory committee. This intern will also contribute to the development and facilitation of the Dia de los Muertos programming in fall 2021 and plan for 2022. Depending on scheduling, this intern may also partner with the Education team to support educational and family programming. This intern will gain valuable experience working in the Museum and acquire hands on skills related to program management, communication, and program development. This intern may also acquire skills to facilitate virtual programming on online platforms like WebEx and Zoom.

**Dates:** Spring 2022

### **Responsibilities:**

- Attend weekly Nuestras Voces planning meetings if scheduling permits.
- Support Visitor Services Specialist in creating agendas for committee meetings.
- Contribute to ideas for programming for Nuestras Voces, Dia de los Muertos, and other program opportunities.
- Other duties as assigned related to related to Spanish speaking programs virtual and in person.

**Anticipated outcomes:**

- Participation in historical agency organizational structure and potential career paths in the history and public programming field.
- Practical experience as a program manager: event planning, organizing logistics, etc.
- Skills and experience working with online platforms such as Zoom and Webex.
- Practical experience creating productive and clear agendas and identifying goals and outcomes for a public program.
- Practical experience facilitating and evaluating a public program.
- Professional development opportunities through webinars and online learning tools

**Minimum Requirements:**

- Fluency in speaking, reading, and/or writing Spanish and English.
- Experience working with the public.

**Work Setting and Schedule:** This intern will be provided a workspace at the Idaho State Museum. Schedule will vary based on the interns schedule. This intern will report to the Visitor Services Specialist.

**To apply:** Send resume and interest letter to April Johnson;  
April.Johnson@ishs.idaho.gov