



## **Educational Programming Internship**

### **Department Overview:**

The Programming Department is responsible for developing and implementing activities, events, programs and demonstrations along with encouraging guests to interact, play and learn while enjoying the exhibits at the museum. The Program Intern will be a vital part of planning and implementing demonstration programming to meet the mission of TCMU.

### **Total Internships Available: 1-2**

### **Responsibilities can include:**

- Help create and prepare age-appropriate lessons and demonstrations for public programs (ages 3-10)
- Help train staff on prepared lessons and demonstrations
- Assist with the implementation of hands-on interactive programming activities for campers during out-of-school time
- Assist program guides in day-to-day operations, including floor and exhibit coverage and maintenance
- Assist Program Director in working with marketing to create brochures and program guides
- Work with Events Coordinator to plan and implement special events
- Other duties as assigned by the Program Director

### **Intern Project:**

The Intern will be responsible for co-planning a programming event under the supervision of the Program Director. The event will include age-appropriate educational activities designed to be carried out within the museum. The Intern will also work on projects pertaining to traveling exhibits, daily programming and fee-based workshops.

### **Requirements & Expectations:**

- Part-time (under 30 hours) or full-time (over 30 hours) available
- Limited to college or master level students with preferred degrees in early childhood education, elementary education, theatre, recreation; other degrees will be considered
- Interns must have completed at least 2 years of a college degree program
- Possess outstanding written and verbal communication skills
- Passion for children
- Enjoy working with all ages of children and have the ability to work in a team environment
- Must be self-motivated, prompt and flexible in terms of daily routine
- Hours must be flexible with Thursday evenings and some Saturdays required

**Staff Mentor Bio:** *Jessica Hayes* holds a Bachelor of Arts in Child and Family Development, a Birth-Kindergarten Teaching License, as well as an Elementary Education Teaching License from the University of North Carolina at Charlotte. Jessica also completed her graduate studies from the University of North Dakota in 2015. Jessica completed four successful years as Program Specialist at Discovery Place KIDS- Huntersville and has been the Director of Programming of TCMU since March 2015. Her responsibilities include supervision of the program staff, creation and implementation of public programs and scout workshops, management of Summer Camps, implementation of programs for special events and other duties related to education in the museum.

**Application Deadline:** October 31

Submit your resume & cover letter to [CPineros@TCMUpstate.org](mailto:CPineros@TCMUpstate.org).

**Start Date:** January 15 **End Date:** April 26 (dates are flexible)

\*Chosen applicants must adhere to a reference, background and drug test.

**TCMU Mission Statement: To spark a lifelong passion for curiosity and learning through play**