

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

MONTICELLO EDUCATION INTERN

POSITION: PART TIME / 28 HOURS PER WEEK / AUGUST 17, 2020 – AUGUST 20, 2021

RESPONSIBILITIES

- Coordinate field trips, including:
 - Communicate with teachers interested in booking field trips.
 - Complete field trip bookings in museum calendar and in the museum's booking system.
 - Assist in setup and facilitation of interactive field trip experiences, including leading selected field trips.
- Assist with education events and programs; design activities or components of programs.
- Assist with booking additional programs, including birthday parties and rentals, as needed.
- Attend PlayHouse staff meetings.
- Follow and support all aspects of the Park District's safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- College degree is required. Degree in Education, Museum Studies, Art or Early Childhood Development a plus.
- Experience in a formal or informal educational setting working with children 0-9 years of age. Previous experience in a museum or with customer service is a plus.
- Must have excellent communication and customer service skills.
- Experience or desire to work with a highly diverse audience in a busy atmosphere.
- Must have experience or interest in working with children and families in an informal educational setting.
- Ability to interact positively and spontaneously with visitors.
- Knowledge of basic telephone and PC functions including Microsoft Office.
- Ability to contribute to an atmosphere of teamwork and positive energy among staff and volunteers.
- Ability to manage multiple tasks simultaneously with a minimal degree of supervision.

OTHER

- Stipend is \$15,000 for one-year internship, to be paid in increments every 2 weeks.
- Typical work hours are assigned and performed on weekdays, 9am – 4pm, but may include some evening and weekend hours. 28 hours per week. Intern may also opt to conduct unpaid travel/research time with expenses paid for by the Park District up to \$1,000.
- Reports to the Education Manager.
- This internship has a study/research component, which includes the opportunity to travel to other museums and meet with staff there, and / or attend regional conferences.
- If you are interested in applying for this internship, visit our online career site at <https://peoriaparks.aaimtrack.com/jobs/> Here you can apply for an internship by clicking on the *General Park District Employment* posting to specify the internship and complete an application.