

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

EDUCATION INTERN

POSITION: PART TIME / SUMMER 2020 / 20-25 HOURS PER WEEK

RESPONSIBILITIES

- Assist with virtual programming, including researching content for programs and website. Depending on interests and strengths this may also include video editing and/or work on website (Wordpress).
- Communicate with children contributing stories for our kid-written publication, the PlayHouse Times.
- Coordinate the virtual summer maker program, including communication with families and creating instructional Instagram stories.
- Lead "Zoom Play Dates" for PlayHouse members.
- May also include:
 - Create Maker Kits for distribution and facilitate curbside pickup at the PlayHouse.
 - Assisting with preparations for virtual summer camps.
- Contribute to a small, highly engaged team in planning virtual programs and envisioning / reimagining the PlayHouse when it reopens.
- Other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Coursework and/or experience with children ages 2-10.
- Ideal candidates will possess excellent communication skills, both written and verbal, and strong interpersonal skills.
- Previous museum experience is not required.
- Applicants must be upper-level undergraduate (sophomore, junior or senior) or graduate level.
- All intern placements are contingent upon the successful completion of screening requirements including a background check. Please be sure to fill out application in addition to sending resume and cover letter.

OTHER

- The Peoria PlayHouse Children's Museum is a children's museum located in Glen Oak Park. The PlayHouse offers 8,000 square feet of exhibit space with hands-on, interactive exhibits which showcase the industry, culture, and natural environment of Peoria and Central Illinois. In addition to permanent exhibits, the PlayHouse also offers a number of workshops and programs for families, kids and adults.
- Successful interns are innovative thinkers, leaders, are outgoing, possess a commitment to diversity, and have excellent customer service in support of PlayHouse goals.
- The PlayHouse will be closed to the public during Summer 2020. While most of the work can be done virtually, the Intern may be asked to physically be at the PlayHouse as often as one day per week.
- Internship dates and hours: Mid-May- early August (flexible). Interns are expected to work 20 – 25 hours per week.
- To apply for an internship: Please complete the Intern Application Form located at: <https://forms.peoriaparks.org/peoria-playhouse-internship-application/>
- Please contact Rebecca Shulman, Director at rshulman@peoriaparks.org with additional questions.

