

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

RESEARCH & STORYTELLING INTERN

POSITION: PART TIME / FALL 2020 / 10-15 HOURS PER WEEK

RESPONSIBILITIES

- Research best practices in storytelling for Marketing and Development; develop guidelines for ongoing use.
- Interview PlayHouse members and other stakeholders to collect stories of impact.
- Where possible, collect or find images that can accompany stories.
- Craft stories into formats usable by Development and Marketing.
- Work with the marketing and development team to use these stories to support efforts.
- Attend PlayHouse staff and marketing meetings (by Zoom).
- Be an active member of a small but highly engaged and collaborative team.

SUCCESSFUL CANDIDATES WILL HAVE

- Excellent interpersonal skills, and the ability represent the PlayHouse professionally on the phone, in person, and through email.
- Excellent communication skills, both written and verbal.
- Interest in researching best practices in how stories can support marketing and fundraising efforts.
- Interest in the work of children's museums / community non-profits. Previous museum experience is not required.
- 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.
- 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-August – mid December (flexible). Interns are expected to work 10 – 15 hours per week.
- To apply for an internship: Please complete the Intern Application Form located at: <https://forms.peoriaparks.org/peoria-playhouse-internship-application/>
- While internships are unpaid, the Park District will work with your school to allow for credits where available.
- Please contact Rebecca Shulman, Director at rshulman@peoriaparks.org with additional questions.

