

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

VIDEO EDITING INTERN

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

RESPONSIBILITIES

- Edit virtual program videos and other videos as needed. Examples can be seen [here](#) and [here](#).
- Work with volunteer participants and PlayHouse staff to improve videos as we go along.
- Upload videos to PlayHouse files, YouTube, and Facebook.
- Research and find additional photos/ images as needed for use in videos.
- May also include:
 - Possibly coach children and/or parents as needed on video creation for the [PlayHouse Times](#).
 - Assist with preparations for a virtual summer camp.
- Other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Some experience editing videos.
- Knowledge of and access to video editing software.
- Interest in videos for children and families, and/or museum and cultural video programming.
- The ability to complete tasks independently.
- The ability to communicate clearly both in conversation and through the video medium.
- Able to work collaboratively and receive feedback and make changes to work.
- 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-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.

