

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

VIDEO EDITING INTERN

POSITION: PART TIME / SPRING 2021 / 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.
- Internship dates and hours: January – mid-May (flexible). Interns during the school year are expected to work between 10 and 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.

