



MUSEUM EDUCATION INTERN

Early Childhood

INTERNSHIP OBJECTIVE

The Museum Education Intern position is designed to give the intern the opportunity to gain valuable experience as an integral part of a museum planning team. They will support and supplement the Early Childhood Education Specialist, whose role is to plan, create and implement developmentally appropriate educational programs for Kidspace's guests aged 0-4. Specific projects will include such things as: Researching and contacting guests speakers and professionals as hosts for early learner events, classes and workshops, cultivating these relationships and acting as the liaison between those individuals and the museum in various aspects of their participation in museum programs (i.e. scheduling, compensation negotiation, contract composition, etc.); Fostering community relationships; Compiling and updating a database of early learner program participants; Researching and creating take-home information and take-home activity handouts for parents in the early childhood classes, as well as providing information and handouts at parent resource stations in the Early Childhood Classroom; Assisting with Early Childhood Classroom and supply shed toy rotation (cleaning, storing, donating, labeling and inventorying toys); Assisting with Early Childhood Classroom improvement efforts; Developing dynamic ways to promote the museum's early childhood programs; Assisting with program marketing efforts, including social medial promotion, collateral distribution and participant solicitation; Conducting supply runs; Monitoring and administering online registrations for early learner workshops; Participating in team brainstorming meetings; Writing developmentally appropriate curriculum and formatting that curriculum for inclusion in training manuals; Assisting in the prep, setup, cleanup supply replenishing for early learner classes; Assisting the Specialist in her efforts to respond to time-sensitive requests made from museum floor staff and guest; Taking photos of early learner classes and archiving those photos.

ABOUT KIDSPACE CHILDREN'S MUSEUM

Our mission at Kidspace is to promote education and enrich the lives of children, families, and the community through interactive experiences in science, art, and the humanities. Children's museums are an incredible seedbed of learning and discovery. The purpose of a children's museum is to inspire children to learn and grow, equip parents and teachers, and to be a safe place where learners of all abilities can do so at their own pace and focus on topics of interest to them. This is often referred to as "Free Range Learning." What makes us different from a school is our approach to informal education. Children's museums are a wonderful place to learn, grow

and have fun! We believe in giving our guests hands-on experiences that are relevant and inspiring. Famous statesman, philosopher, and inventor Benjamin Franklin said, “Tell me and I forget. Teach me and I remember. Involve me and I learn.” We involve guests in the process of learning. Please explore our mission further at www.kidspacemuseum.org.

DESIRED SKILLS AND QUALIFICATIONS

The intern should be familiar with how to conduct online research, and know how to recognize reputable sources. A strong interest in working with children and early childhood education is a must, as is a high level of comfort working with the public. The intern should have a strong desire to learn and contribute to the museum, and should be personally aligned with the mission of the museum detailed above. They should be familiar with and support the practice of informal education and inquiry-based learning. Additionally, they should have comfort turning complex information into prose the layman or a child can easily understand while not diluting the integrity of the information. Solid writing skills are required for successful execution of this position. It should be noted that part of the purpose of the internship is to teach and instill these qualities in the intern. A basic interest in and comfort level with the qualifications listed above is what is ultimately required.

ACADEMIC REQUIREMENTS

Students should be currently enrolled in college with the goal of obtaining a 4 year degree related to the museum internship. Students whose course of study focuses on the following areas are encouraged to apply: Anthropology; Museum Studies; Education; Science; History; Humanities; Zoology; Art.

INTERNSHIP TERMS & CONDITIONS

Location: Kidspace Children’s Museum is located in Pasadena at the Rose Bowl in beautiful Brookside Park. The address is 480 N Arroyo Blvd, Pasadena, CA, 91103.

Internship Duration: TBD/negotiable

Start Date: TBD/negotiable

End Date: TBD/negotiable

Credit: TBD/negotiable.

Compensation: This is an unpaid internship.

Interested Students Should Contact: Brooke Applegate, Education Manager
bapplegate@kidspacemuseum.org
(626) 449-9144, x5201

How To Apply: Please submit resumes and cover letters stating why you are a good fit for the internship and how you believe you will benefit from the experience to bapplegate@kidspacemuseum.org. List Museum Education Internship in the subject line. Resumes submitted without cover letters will not be considered.