



Exhibit Programming Intern

Summary: The Exhibit Programming Intern will develop and implement programs and activities to be incorporated in the Lewisburg Children's Museum's Creation Station and other exhibit spaces. Creation Station provides hands-on activities for children revolving around art and creative expression, as well as STEAM related topics.

This position is for a youth between the ages of 16-24 years of age and is for 25-30 hours/week, \$10.35/hour. This internship is made possible through the State/Local Internship Program (SLIP) by a grant from the Central PA Workforce Development Corp. This internship is eligible from May 8, 2019 to August 30, 2019 for a minimum of 10 weeks. Hours may include some weekends.

Internship Description:

Primary internship projects may include:

- Researching appropriate hands on activities for various exhibit spaces and creating a calendar of events for these activities
- Assisting in the development and implementation of hands on activities that may be incorporated in the Museum's exhibits
- Leading public programs and activities for children and adults
- Organizing and preparing materials needed for ongoing exhibit activities.
- Analyzing and evaluating the effectiveness of activities and programs in exhibit spaces.

Additional duties may include:

- Greeting guests and groups and answering routine questions about exhibits and the museum.
- Being knowledgeable about LCM pricing and memberships to accurately check in guests
- Prioritizing creating a positive visitor experience for LCM guests through every aspect of their interaction in the museum including check in, exploration of the exhibits, participation in programs and classes, and birthday parties and special events.
- Helping guests explore the various exhibit spaces



- Monitoring the exhibit space for organization, cleanliness, and safety
- Assisting with programs and events as necessary

Requirements:

Intern should:

- Have experience with and a passion for working with children and families
- Possess outstanding written and verbal communication skills, as well as strong organizational skills and the ability to pay close attention to detail
- Have experience utilizing Google platforms, including Google Drive, Google Forms, Gmail, etc.
- Have the ability to successfully manage multiple projects at one time and to work collaboratively in a diverse work environment.
- Possess, or be able to obtain, completion of all security clearances required to work with children (if applicant is over the age of 18)
- Be willing to participate in professional development opportunities through Central PA Workforce Development Corp.

To Apply

To apply, please email resume, cover letter, a list of 3 references, and any other appropriate materials you wish to: kahla@lewisburgchildrensmuseum.org. Applications are due by **April 8, 2019**.