

JOB DESCRIPTION
The Columbus Museum, Inc.

Education Department Intern

Purpose Statement

The Education Department Intern works with the Museum's education team to assist with family programs, develop activities for select family programs, and support other programs as assigned. This intern will specifically work on family programs for children ages 6 months to 18 years that take place Tuesday through Saturdays from September through November 2026.

This job reports to the Youth and Family Programs Manager.

Essential Functions

- Collaborate with supervisor on creation of activities for family programs.
- Facilitate and assist with family programs including Artful Babies, Mini Makers, Family Saturdays, After School Art Break, and Fall Festival.
- Assist with other programs as needed.
- Conduct research related to The Columbus Museum's permanent collection and special exhibitions as needed.

Other Functions

- Daily attendance and punctuality are required for the purpose of ensuring that the goals of the work unit can be met. The ideal candidate will have availability Tuesday and Saturday.
- Maintain and increase knowledge and skills of the Museum.
- Perform other related duties. Duties listed above which are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position for the purpose of ensuring that the efficient, effective functioning of the work unit can be met.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- SKILLS required to satisfactorily perform the functions of the job include: demonstrated organizational skills; good communications skills including public speaking; research abilities; excellent project and time management skills. Willingness to learn new skills is required.
- KNOWLEDGE is required of: Art, Art History, and American History

Responsibility

- Responsibilities include: working under limited supervision following standardized practices and/or methods, and working with other persons within a department, large work unit, and/or

across several small work units. Utilization of significant resources from other work units is routinely required to perform the job's functions.

Working Environment

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Education: High school diploma; some college coursework required

Experience: Experience working with youth preferred.

Applicants must submit the following documents:

Submit the Internship Application: <https://forms.office.com/r/TKqrP2NBUY>

- Official transcripts
- Two academic letters of recommendation
- Résumé
- Essay describing the candidate's interest in the internship program

Submissions should be sent directly to Brooke King, bking@comuga.org.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

Required criminal fingerprint background check every five years

Clearances

Criminal Justice Fingerprint/Background Clearance

Compensation

\$10/hour, 16 hours per week for 11 weeks.