

**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 10 years that take place Tuesday through Saturdays in June and July 2026.

**Essential Functions**

- Collaborate with supervisor on creation of activities for summer programs.
- Facilitate and assist with family programs including Artful Babies, Mini Makers, Family Saturdays, Tuesdays at 10, Gallery Play Dates and Story Time tours.
- 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 through Saturday in the morning.
- 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.

**Required Testing Certificates & Licenses**

None Specified None Specified

**Continuing Educ. / Training Clearances**

Required criminal fingerprint background Criminal Justice Fingerprint/Background Clearance check every five years

**Compensation** \$10/hour, 16 hours per week for 9 weeks.

**HOW TO APPLY:**

To Apply: Please submit a resume, current transcript, two letters of recommendation, and an essay outlining why you want to intern at COMU. Submit by email to the Human Resources Director at [info@comuga.org](mailto:info@comuga.org)