



KOCH FAMILY
children's
museum
OF EVANSVILLE

Koch Family Children's Museum of Evansville Education Intern

Position Summary:

The Education intern will assist with facilitating positive and high quality educational experiences, including daily museum programs, digital programs, and camp. The student intern plays a critical role in set up, delivery and breakdown of educational programs while gaining valuable hands-on early learning education experience. The intern is mentored and supervised by the Director of Education.

At cMoe, we believe in PLAY, CHILDREN, FAMILY, EXCELLENCE, INCLUSIVENESS, and STEWARDSHIP! Since its founding in 2006, the Children's Museum has been the only museum in Evansville that is entirely devoted to children ages 0-12. With interactive exhibits and a wide array of early literacy, science, math and art activities, the Museum's purpose is to enrich children's lives and to positively impact the Evansville community through inspired play. Learn more at www.cmoekids.org.

Tasks and Responsibilities:

- Assist the Education Department in developing and delivering high-quality in-museum, digital, and camp experiences including planning, writing, teaching, and evaluating programs as needed.
- Engaging kids in playful learning activities that help promote skill development, hands-on play and school readiness (classroom and on the Museum floor).
- Monitor supply inventory and prepare materials for programs.
- Supporting set up and breakdown of classes, programs and events.
- Assist Marketing Manager with teacher outreach.
- Develop and implement guest feedback forms to evaluate education programs.

Qualifications:

- Excellent written and verbal communication skills
- Experience working with children ages 2-8 years, preferred
- Outgoing, friendly demeanor; someone who enjoys/is comfortable with approaching and speaking with people of different ages and backgrounds
- Preferred working degrees are Early Childhood Education, Elementary Education; other degrees with an interest or experience in early education considered.

This is a part-time internship experience (15 hours per week for up to 8 weeks). Both weekdays and weekends. Paid bi-weekly. Chosen applicants aged 18+ must complete a background check prior to hire.

How to apply: Send cover letter and resume to Stan Gilham at sgilham@cmoekids.org

cMoe is an Equal Opportunity Employer. This internship opportunity is made possible through the Toyota's Accessing the Arts Initiative.