CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Education Department Assistant

DEPARTMENT: Education

INTERN SUPERVISOR: Education Department staff members

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY:

This internship offers the successful candidate the opportunity to participate in a range of activities to support the planning, development, and implementation of education programs. Projects and assignments are chosen to provide an introduction to museum education, program design, and working with diverse audiences--teachers, students, youth, families, and volunteers.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Research Project: The intern will be assigned a research project(s) for school, family youth, or volunteer audiences (please specify area of interest). The intern will work with an educator to define the focus, develop timeline for R&D and benchmarks, and design of the final deliverable.	The intern will use research and interpretative skills to identify best practices in the museum field; they will define content through target audience developmental characteristics; and make connections with museum collections. (using and managing information)
	The intern will improve written and oral communication skills by brainstorming ideas in meetings with colleagues and organizing concept and program plans into written documents. (communication and collaboration)
	The intern will experience program design: they will define approaches and resources to engage targeted audiences and to provide accessibility to the museum, collections, and history. (creativity and innovation)
Project Management: The intern will work as a team with other education interns to plan, develop, staff, and coordinate the museum's participation in on-site youth group experiences and outreach initiatives. The	The intern will develop project management through defining schedules, maintaining budgets, and coordination of staff. (systems thinking)
intern team will be responsible for all aspects of CHM hosting the craft area for one week in July. Responsibilities will range from	The intern will experience team-building by working with other education interns to advance project components. (communication

identifying and developing 3-4 craft activities; and collaboration) purchase and preparation of supplies; The intern will practice resource management coordination of staffing sign-up and day-of to address the multiple components of project supervision; and budget and records. from creating a plan of work for development and implementation to purchasing and supplies, scheduling staff rotation. (The intern will be self-motivated; manage goals and time). Program Staffing: The intern will support The intern will use and improve interpersonal coordinating and staffing of programs for skills to provide a welcoming presence for all students, teachers, youth, and family visitors and program participants. (interact audiences (films, tours, workshops). effectively with others) Responsibilities will include set-up and staging They will gain an understanding of guest of program; greeting and registration of services through ability to answer questions. participants; introduction of presenter; and provide directions, and trouble-shoot. distribution of any materials. (flexibility and adaptability) The intern will practice public speaking to provide brief welcome to program participants and to introduce presenter. (public speaking)

ADDITIONAL INTERN ACTIVITIES:

Other Responsibilities may include:

- Identify photos for program promotion and curriculum resources
- Bibliographies to complement program themes
- Resources to support program implementation identification of presenters, tour destinations, program materials
- Participate in prototype and evaluation of gallery resources and exhibit interactives; distribute and collect audience surveys; input data and organize findings.
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

GENERAL GOALS:

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

WORKING RELATIONSHIPS:

Education interns will work collaboratively with education staff and other department interns. As projects and programs warrant, intern will work with staff in Members and Guest Services, Marketing, Publications, and Properties Departments.

QUALIFICATIONS:

The candidate should have an interest in life-long learning and making history relevant to diverse audiences through innovative interpretative programs and resources. The successful candidate needs to be motivated; capable of working in a high energy environment, a creative and flexible thinker, willing to work independently and supportive of a team; be curious and creative; have strong research and organizational skills.

Applicant should have completed junior year in college or graduate degree in a related field or have recently obtained a degree.

- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

Given program schedules, Education interns need to accommodate a flexible weekly schedule between June and August. Some activities will occur in the evenings as well as on the weekends. CHM expects interns to be onsite between 12 and 35 hours a week.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEALINE

March 1, 2013

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.