



## Explore More Discovery Museum Internship Opportunity

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If you are a college student or recent graduate seeking a professional opportunity that will utilize your interests and skills, then Explore More Discovery Museum could be just the place for you!

We are currently seeking a hardworking, energetic and self-directed individual to serve in the following part-time role:

### ***SUMMER INTERN/PROGRAM ASSISTANT***

This summer internship is designed for college juniors, seniors, and recent graduates\*. Interns work within the museum's Education Department as Program Assistants, facilitating gallery exploration for summer camp groups and conducting public programming for family audiences from mid-May through late-August. Students will gain practical experience teaching in the museum setting while also learning operating procedures and best practices required to run a successful children's museum.

#### **Qualifications:**

- Must be a college student or recent graduate with preferred concentration in education and a focus in one of the following areas: early childhood, elementary education, science or art education\*
- Commitment and enthusiasm for the museum's hands-on, educational mission
- Strong interpersonal skills
- Excellent verbal and written communication skills
- Experience working with children and families
- A self-starter with strong desire to learn
- Ability to work independently and as a team member
- Proficient in Microsoft Office (Word, PowerPoint, Excel)

\*Will consider other exceptional candidates who may fall outside these guidelines.

#### **Responsibilities:**

- Actively assists museum staff in conducting and supervising Explorer Camps including classroom set-up/clean-up, preparation of materials, interacting with and directly supervising students
- Plans and implements weekly museum programs ensuring that they are developmentally appropriate, hands-on and accessible for a wide range of abilities
- Assists with program administration (class rosters, registration forms, etc.)
- Assists museum staff and volunteers with direct supervision and maintenance of exhibit areas

**Job Type:** Paid Internship. (Credit may be arranged with academic institution)

**Internship Length:** May – August 2024 (Includes training period prior to start of internship)

**Hours Available:** Monday – Friday between 8:30 and 12:30 and/or 12:30 – 4:30

**Minimum commitment:** 8 weeks, 20 hours weekly

**Interested in joining our team?** Please send a cover letter, resume and a recommendation letter by April 1 to: Melanie Veith, Program Manager, P.O. Box 957, Harrisonburg, VA 22801 or email [melanie@iexploremore.com](mailto:melanie@iexploremore.com).

#### ***Our Mission:***

*To engage young minds through interactive, multi-sensory learning experiences that promote a greater understanding of themselves and their world.*