
THE CHILDREN'S MUSEUM OF INDIANAPOLIS

INTERNSHIP POSITION DESCRIPTION

Position Title: SciencePort Intern
Reports to: SciencePort Coordinator

Summary:

The Children's Museum has embarked on a new approach to bringing rich museum content to schools and families via digital resources, inquiry methods, and interactive and hands-on programming. Students, teachers and families will be able to use online resources in extraordinary learning projects. The SciencePort Intern is primarily responsible for working with the SciencePort Coordinator and with visitors both online and at the museum to facilitate the learning experience. Includes assisting with the Science Investigation Stations, Inquiry Programs, on-line modules and providing general information about SciencePort programs.

Internship Description

Internship responsibilities include:

- Meets and greets guest(s) to include family and school groups.
- Assists in the Science Investigations Stations through hands-on projects.
- Provides general information about SciencePort programs.
- Assists guest(s) in registering for online and facilitated programs.
- Performs light cleaning such as trash pick-up at the end of the programs.
- Prepares consumable materials for Investigation Stations.
- Prepares reporting on program attendance and consumable material stocks.

Possible projects: (if applicable)

- Researching and using web based technologies to produce content. Intern should have some skill in or be willing to learn about course delivery systems, web design, word processing and image software.
- Video and editing in a studio or in a gallery.
- Exploring and using distance learning technologies such as Web cams, IP videoconferencing, Flex cams, and working with live and recorded content.
- Communicating with museum staff, outside vendors, organizations and schools.
- Assisting teachers, students and the public.

Requirements

Intern should:

- Currently attend a college or university.
 - Be willing to work with children and families.
 - Possess strong organizational and planning skills.
 - Possess knowledge of computers and basic software.
 - Possess an interest in science, education, or technology.
 - Have strong time management and multi-tasking skills.
 - Have some interest in or be majoring in education or science-related field.
 - Must be able to work a flexible schedule, including Sundays, weekdays, evenings, and holidays.
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