

Public Programming & Visitor Experience Intern



Description:

The Field House Museum strives to provide innovative learning opportunities to students of diverse backgrounds and areas of study interested in working with a multidisciplinary museum that puts visitors and the community at the center of our work. The Summer Internship may be full- or part-time with a minimum of 16 hours/week, depending on the intern's and the museum's needs and schedule. The anticipated length of this internship is 10 - 12 weeks, but it can be flexible.

The Public Programming and Visitor Experience Intern will work with museum staff to enhance the museum's educational programming and visitor experience. Applicants should be proficient in Microsoft Office, capable of multitasking, have excellent written and verbal communication skills, and be able to prioritize tasks. A background in education is recommended.

Educational Objectives:

- Learn about the planning and development of public programs
- Team roles and responsibilities
- The phases of the development and implementation of new programs
- Strategies for meeting the needs of different types of learners and audiences
- Strategies for collecting and utilizing audience data

Responsibilities:

Under the close supervision of the Executive Director with the assistance of the Intern Supervisor, the intern will:

- Create a series of thematic self-guides for current and upcoming exhibits
- Research and conceptualize an educational program focused on public, private, and homeschool groups
- Update the Museum's Touch Trunk
- Create an easily portable, user-friendly trunk
- Add teacher lesson plan packets for young learners, early education, and middle school students
- Assist with the Speaker Series & Author Talks programs
- Contact and set up potential speakers, dates, and topics of discussion
- Create press releases and promotional text for upcoming programs
- Create brochures, flyers, and graphics promoting public programs and assist with distribution
- Consider visitors of different ages, interests, and abilities, and their needs
- Collect visitor data and write evaluation reports

