

## **Education Intern - 2023**

**Position Availability:** 2 Positions Open Per Quarter

**Site:** Main- Museum of the West, 462 Ute Avenue, Satellite position

**Reports to:** Educator

**Department:** Museum of the West, Education

**Schedule:** Tuesday, Wednesday, Thursday, 10:00 am - 4:00 pm (Flexible)

### **Position Overview**

The Education Intern (2023) reports to the Museum Educator.

They are responsible for executing tasks at The Museums of Western Colorado, which comprises three sites: Museum of the West, Dinosaur Journey, and Cross Orchards. These tasks include assisting with organizing and updating education materials, data input into online databases, conducting research, assisting with school tours, assisting with outreach, and other duties as assigned.

### **Position Responsibilities**

- Catalog and process community use materials
- Data entry of community use items
- Organize and maintain education kits
- Assist with creating education materials
- Perform basic cleaning/sanitizing tasks
- Other responsibilities as assigned

### **Requirements for the Position**

- Ability to initiate and perform tasks with limited supervision
- Strong verbal and written skills
- Strong organizational skills
- Strong comprehensive skills and ability to follow directions
- Experience with PC computers and typical software
- Willingness to learn new software
- Must pass a background check
- Must have reliable transportation

### **Physical Requirements**

- Sitting and/or standing for extended periods of time
- Walking for extended periods of time (school tours)
- Lifting heavy educational kits/outreach items\*
- Setting up and taking down outreach booth
- Performing repetitive tasks
- Accommodations can be made

## **ELIGIBILITY**

College students, recent graduates, graduate students, and nontraditional students are encouraged to apply. Although it is not generally required that interns have a history or paleontology major, museum departments may individualize their requirements. Eligibility varies for each internship term.

## **REVIEW PROCESS**

Unpaid interns and research assistants will be accepted throughout the year on a rolling application schedule. Applications need to be received at least a month before the proposed start date.

Please note that materials submitted in your application packet will not be returned.

The number and frequency of internships available varies. A department may be unable to offer an internship for a particular semester, for varying reasons, even after an opening has been posted. You will be notified if your chosen department is not able to offer an internship.

Note that before beginning, each intern will need to pass a criminal background check.

## **TIME REQUIREMENTS**

Interns must be available to work a minimum of 7 hours per week with flexible schedules. Refer to the individual descriptions for hourly commitments.

## **ACADEMIC CREDIT**

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit. Internships are unpaid. Select internships for students from Historically Black Colleges and Universities are available as paid opportunities; please see specific internship descriptions.

## **Benefits**

In addition to getting in-depth exposure to the museum, MWC Internships also offer:

- Free admission to the museum
- A free membership to the Museums of Western Colorado
- Access to events and exhibitions at the museum
- Discounts for the museum's shops

## **Equal Opportunity**

All qualified applicants will receive consideration for an internship, fellowship, or research assistantship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. MWC offers equal opportunity and treatment to all who apply and is committed to diversity.