



AMERICA'S CAR MUSEUM

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www.lemaymuseum.org

Education Intern Position Description

Education Intern

CATEGORY: Education

STATUS: Intern: Volunteer

DRIVING CLASSIFICATION: No Driving Privileges

COMPENSATION: NA

JOB SUMMARY: LeMay-America's Car Museum's (ACM) Education Interns are instrumental in providing outstanding programs for Museum visitors, students, educators, and informal learning groups. Our interns assist with both preparation and execution of various Education Department programs. Interns lead education group visit tours, workshops, and facilitate informal learning experiences in our Family Zone and galleries. Interns may also assist with administrative duties and developing outreach opportunities. Strong candidates will have experience teaching, good customer service and communication skills, and enjoy engaging all ages. Additional knowledge of iPads and use of applications in creative learning is desired.

DIRECT SUPERVISOR: Education Manager

Responsibilities:

1. Develop a strong understanding of the collection, exhibits, and existing K-12 school program curriculum.
2. Assist with the daily facilitation of the Museum's education group visits.
3. Work with other departments (specifically Facilities, Guest Services, and Events) to coordinate field trip logistics. Secure locations for parking, lunch, workshops, and orientation.
4. Schedule volunteer Museum Educators to assist with leading tours and workshops for education group visits.
5. Communicate with teachers and lead chaperones to prepare education groups for an upcoming visit.
6. Assist with securing and maintaining Education Studio and Family Zone supplies.
7. Outreach to schools, families, and adults to promote ACM's educational programs and activities.
8. Assist with cataloging materials for the education resource center.
9. Be on time and prepared for shifts, meetings, and appointments.

10. Demonstrate professionalism and appropriate boundaries in all interactions with employees, students, and outside contacts.
11. Complete all shift responsibilities as required, both on time and accurately.
12. Perform other duties as assigned.

Distinguishing Characteristics:

Distinguishing characteristics of an individual for this position include, but are not limited to: possessing solid personal integrity, honesty, and character; a positive attitude; a willingness to assist the program in various tasks to accomplish department and museum goals; a flexible attitude; the ability to be highly attentive to detail in carrying out assigned duties; and a strong interest in K-12 education.

Qualifications:

1. (Required) – Student who is at least 18 years of age.
2. (Required) – The ability to pass ACM's in-depth background investigation including criminal history and personal references.
3. (Required) – Must be able to work for at least 12 consecutive weeks.
4. (Required) – Fluent in the use of the English language.
5. (Required) – Strong research and writing/typing skills.
6. (Required) – Intermediate to advance skills in the use of MS Word, Excel, PowerPoint, Outlook, Adobe, Web browsers, and data management.
7. (Required) – Excellent organization skills including neatness.
8. (Required) – Professional communication and teamwork skills.
9. (Required) – Exceptional character, honesty, integrity, and professional boundaries. Personal conduct which compromises any of these qualities is cause for termination of internship.
10. (Required) – A strong work ethic and positive, solution-focused attitude.
11. (Required) – Professional interpersonal skills that include a tactful, gracious and courteous demeanor that facilitates excellence in public relations, employee relations, and student / school relations.
12. (Required)- Ability to project voice and speak to large groups without the aid of amplification.
13. (Required) – Ability to stand/walk or sit and work on a computer for extended periods of time.
14. (Required) – Ability to lift and move up to 25 pounds frequently.
15. (Preferred) - Strong knowledge of Washington State Essential Academic Learning Requirements and the new national Common Core Curriculum Standards.
16. (Preferred) - Experience in museums, classroom teaching, and historical interpretation.
17. (Preferred) – An appreciation of the automobile and its role throughout American Society.
18. (Preferred) – Knowledge of integrating iPads into educational activities and working knowledge of Mac systems.