



# AMERICA'S CAR MUSEUM

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[www.americascarmuseum.org](http://www.americascarmuseum.org)

## Education Intern Position Description

### *Education Programs Intern - Quarter or Semester-Based Paid Internship*

**CATEGORY:** Education

**DRIVING CLASSIFICATION:** No Driving Privileges

**STATUS:** Intern: Contract

**COMPENSATION:** \$2,000 - \$4,500 per quarter or semester (dependent upon schedule)

**JOB SUMMARY:** LeMay-America's Car Museum's Education Interns are instrumental in providing outstanding programs for Museum visitors, students, educators, and informal learning groups. Our Education Programs Intern will assist with the preparation and execution of school, youth, family, and adult education programs. Interns may facilitate education group tours and workshops as well as 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 a desire to work with groups of all ages.

**DIRECT SUPERVISOR:** Education Manager & Education Coordinator

### *Responsibilities:*

1. Develop a strong understanding of the Museum's collection, exhibits, and existing K-12 school program curriculum.
2. Assist with preparation and execution of the Museum's education programs for school groups, youth, families (specifically *Family STEAM Days*), and adults (specifically *If Cars Could Talk* lunch series).
3. Assist with maintaining education program supplies and records.
4. Research and develop materials for future education programs.
5. Outreach to schools, families, and adults to promote ACM's educational programs and activities.
6. Be on time and prepared for shifts, meetings, and appointments.
7. Demonstrate professionalism and appropriate boundaries in all interactions with employees, students, and outside contacts.
8. Complete all shift responsibilities as required, both on time and accurately.
9. Perform other duties as assigned.

### ***Distinguishing Characteristics:***

Distinguishing characteristics of an individual for this position include, but are not limited to: possessing a positive attitude; a willingness to assist the program in various tasks to accomplish department and museum goals; strong communication skills; the ability to be highly attentive to detail in carrying out assigned duties; and an interest in cars as a hobby or as a vehicle for learning.

### ***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 either 10 or 15 hours per week for 10 or 15 weeks during the months of:
  - Fall: September, October, or November
  - Winter: December, January, or February
  - Spring: March, April, or May
  - Summer: June, July, August

\*Availability on Mondays (9:30 am - 1:30 pm) Fall through Spring is strongly preferred\*
4. (Required) – Fluent in the use of the English language.
5. (Required) – Strong research and writing/typing skills.
6. (Required) – Basic skills in the use of MS Word, Excel, PowerPoint, Outlook, 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 that 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) – Must be able to work from 11:00 am - 3:00 pm on at least one Family STEAM Day (third Saturday every month)
16. (Preferred) – Experience in museums, classroom teaching, and/or historical interpretation.
17. (Preferred) – An appreciation of the automobile and its role throughout American Society.

If interested in applying for this internship position, please send your current resume to [education@americascarmuseum.org](mailto:education@americascarmuseum.org)

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Printed Name

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Signature

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Initials

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Date Received