



### **About Us**

The Kids 'N' Stuff Children's Museum in Albion, Michigan is seeking a public programs intern for the Spring 2023 semester, who will help support this dynamic organization serving the children and families of Mid-Michigan and regionally. Committed to learning through the power of play, our exhibits encourage pretend play, building, exploration, and creativity in an environment where kids and adults can participate together.

### **Our Mission**

Kids 'N' Stuff Children's Museum provides fun, hands-on learning experiences for all children and families through interactive exhibits and programs.

**Position Overview:** The primary focus of this position is to coordinate and facilitate youth art & science activities that complement Kids 'N' Stuff exhibitions & programs. It may also include assisting with museum education endeavors such as corresponding with area PreK-12 educators, administrators, museum volunteers and community collaborators, developing lesson plans, and creating digital educational content. This position is guest-facing, and will include interacting with museum visitors from a variety of ages and backgrounds. College and University students interested in education, public programming, and the museum/nonprofit field may apply. Recommended Majors for this internship include, but are not limited to: Art Education, Art Therapy, Art History, Fine Art (Studio), Museum Studies, Arts Administration, Elementary Education, Science Education, etc. Weekend and some evening work is required. This role directly reports to the Director of Outreach.

**Salary/Wage:** An \$800 stipend is available for qualifying interns.

**Academic Credit:** Academic credit may be available for this internship through your college or university program. We are happy to coordinate with you and your college program advisors to ensure credit is available to you for this internship.

**Status:** Part-Time, Non-Exempt (approximately 10 hours per week)

### **Essential Duties and Responsibilities include, but are not limited to:**

Under the general direction of the Director of Outreach, the Public Programs Intern organizes many aspects of public programming at Kids 'N' Stuff Children's Museum.

- Facilitate public-facing programs, such as crafts, activities, and outreach tables
- Develop and implement new science and art activities, inspired by current museum programming and exhibits
- Greet field trips and facilitate field trip programming, as needed
- Facilitate birthday party programming, as needed

- Maintain accurate counts of program participants

This position requires the ability to do one or more of the following throughout the day: sit, stand, and walk, to lift up to 30 lbs. occasionally, do close work in an office environment using a computer monitor and perform repetitive hand movements. Employees must be able to communicate verbally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Any combination of education and experience providing the knowledge for successful performance would be qualifying. Minimum employment standards are:

- Excellent communication skills - must be comfortable speaking in front of large groups of people
- Creative; experience with making & facilitating art and/or youth crafts & activities
- Basic knowledge of art and/or science preferred
- Good writing skills, including familiarity with Microsoft Word or Google Docs
- Detail oriented, including familiarity with Microsoft Excel or Google Sheets
- Creative problem-solving skills
- Basic accounting, record keeping, and computer skills

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by his or her supervisor. Kids ‘N’ Stuff Museum is an at-will, equal opportunity employer. Position open until filled.**

To apply, please send [internship application](#), resume, and cover letter to Nick VanAcker, [outreach@kidsnstuff.org](mailto:outreach@kidsnstuff.org).