Education Intern

**Department:** Education
**Reports to:** Education and Volunteer Coordinator

The Holland Museum is an equal opportunity, equal access employer that is fully committed to diversity, equity, access, and inclusion in the workplace.

**Basic Purpose**
The Holland Museum shares the stories behind the historic objects in our collection and encourages our visitors to make personal connections with the people and places of the past. This position will support that goal by working with staff to create tours and educational materials in alignment with K-12 curriculum.

**Responsibilities and Accountabilities**
- Inventory the Museum’s Educational object collection, including condition reports and determine procedures to organize, categorize, and store objects in a new space.
- Work with staff and other museum volunteers to create curriculum-based traveling trunks to be used in K-12 schools and in concert with museum visits.
- Perform historic research using sources from archival documents, Internet databases, etc to create educational materials and lesson plans for traveling trunks and other educational kits.
- Maintain a professional demeanor, including during training sessions and with other staff and volunteers.
- Perform a variety of other administrative and clerical functions in support of the department’s mission including assisting with correspondence; coordinating mass mailings; preparing materials for tours, programs, and exhibits, etc.
- Participate in the Holland Museum Summer Intern Council. The Council will be guided by the Museum staff to design, research, and install an exhibition that will develop leadership and communication skills. Responsibilities include:
  - Look for opportunities to address issues that require cross functional skills, creative problem solving, relationship building, and an understanding of the greater organizational strategy of the Museum.
  - Meet with other interns over the course of the summer to develop sub teams and plans to address the project they have chosen.
  - Commit to roughly 5 hours of work for the Council per week.
  - The Intern Council will report back to the museum staff to present results of the exhibition at the end of the summer.

**Education and Experience**
Must be currently enrolled in high school, undergraduate, or graduate degree program, or a recent graduate. Demonstrated experience performing historic research in an academic setting and an interest in K-12 education or museum education. A basic understanding of K-12 school curriculum is preferred. Proficiency in Spanish is desirable.
Job Knowledge, Skills, and Abilities
- Must have exceptional customer service and communication (verbal and written) skills.
- Willingness to learn, a “can do” mentality.
- Creative, with analytical and problem-solving skills.
- Able to work independently and follow through on tasks to completion.
- Ability to work with a diverse public and a diverse workforce.
- Ability to perform physical tasks (lift 30 lbs.) with physical mobility and ability to climb stairs.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Windows/Mac OS, email, the Internet, etc.
- Ability to pass a background check.

Work Schedule
Education Intern must work 20 hours per week and a minimum of 10 weeks, June-August. Intern Council will meet weekly for two hours on Wednesdays. This is an on-site internship.

Compensation
A $1000 stipend will be paid upon successful completion of the internship. Housing is not included as part of this internship.

To Apply
Submit cover letter, resume, and the names and contact information for three professional references to Michelle Stempien, Education and Community Programs Manager, at michelle@hollandmuseum.org. Materials must be submitted by Friday, March 25, 2022.