STEAM Learning Assistant 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
Working primarily in the Holland Museum’s Spark!Lab Smithsonian Education Lab, this position will engage visitors in completing hands-on design challenges by encouraging them to invent and build their own solutions. STEAM Learning Assistants will also work closely with museum staff on outreach and programming opportunities throughout the summer.

Responsibilities and Accountabilities
- Greet and interact with museum visitors in an open, friendly manner.
- Interpret design thinking concepts and facilitate hands-on learning for a wide range of audiences.
- Staff operating hours of Spark!Lab, as well as additional outreach and program hours as needed.
- Work with the Education and Volunteer Coordinator on additional Spark!Lab and other STEAM programming throughout the summer.
- Conduct tours of Spark!Lab and related spaces and assist visitors as a museum guide as needed.
- Working with museum staff, develop new activities for the Spark!Lab exhibit space that fulfill the Smithsonian’s guidelines.
- Maintain a professional demeanor, including during training sessions and with other staff and volunteers.
- Other duties as requested or assigned 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 working with children and families. Experience working in customer service 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
STEAM Learning Assistant Interns must be available to work Mondays, Fridays, and some Saturdays. Intern Council will meet weekly for two hours on Wednesdays. This is an on-site internship. Interns must work 20 hours per week and a minimum of 10 weeks, June-August.

Compensation
A $1000 stipend will be paid upon successful completion of the internship. Housing is not included as part of this internship. High school/college credit may be available dependent on school requirements.

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.