

Program Assistant Intern Job Description

Department: Interpretive Education

Internship Title: Program Assistant Intern (2018)

Overview: This internship is designed for students looking to gain experience in informal, experiential education and museum interpretation. The intern will be asked to create engaging learning environments for summer visitors, and provide a variety of public programs. He/she will also assist with the logistics and management of educational programs throughout the summer. Preference will be given to applicants who have training and expertise in American history, Plains Indian culture, art, natural science, or the history of firearms.

Level of Responsibility: Reports to Interpretive Specialist

Specific Duties and Responsibilities:

- Provide daily tours to summer visitors.
- Assist in the development and implementation of summer family activities.
- Assist in greeting tour groups and providing interpretive tours to special groups.
- Assist with the development and implementation of field trips, including overnight camping trips.
- Assist in coordinating summer presenters including docents, chuck wagon cooks, and other interpreters.
- Ensure educational materials are available for visitors.

Qualifications:

- Successful candidate should have completed at least 2 years of college.
- He/she must have a strong interest and experience in interpretations, education, and/or public speaking.
- Candidate should be pursuing a degree in History, Art, Environmental Education, Museum Studies, or a related degree.
- He/she should have the ability to work independently and collaboratively.