

## **INTERN JOB DESCRIPTION**

**Summer 2025**

Education Programs Intern

**Date:** January 16, 2025

**Title:** Education Programs Intern

**Department:** Education

**Position Reports To:** Alex Martin, School Programs and Curriculum Specialist

**Status:** Non-Exempt / Seasonal

**Summary:** The Education Programs Intern will collaborate with the Education Department to enhance visitor engagement and support the Center's educational initiatives. This internship provides a college or graduate-level student with hands-on experience in museum education, focusing on interpretation, resource development, and program delivery. Through this role, the intern will design and implement in-gallery and classroom-based programs/activities, create standards-based resources, supporting the facilitation of a wide variety of summer programming, and contribute to the formative evaluation and concurrent complementary programming for a major upcoming exhibition. This position aligns with the Center's strategic priorities by fostering connections with diverse audiences, building community trust, and enhancing the Center's reputation as a source of knowledge and innovation.

The intern will play a vital role in supporting summer programming, contributing to exhibit evaluation, and creating educational materials that benefit educators and visitors alike. This opportunity is ideal for candidates passionate about education, museums, and community engagement who are eager to gain valuable experience in a professional setting. The intern will gain practical experience in museum education, program development, and visitor engagement; receive mentorship from experienced museum professionals; and work in a dynamic, interdisciplinary environment.

### **Job Duties:**

- Design and execute in-gallery cart and classroom activities, providing on-the-floor visitor support to enhance guest experiences.
- Collaborate with the School Programs and Curriculum Specialist to research and develop interdisciplinary, standards-based resources for the Educator Resource webpage.
- Assist with formative evaluation for the Buffalo Nation exhibition, including collecting and analyzing visitor feedback to inform exhibit development.
- Participate in the setup, facilitation, and evaluation of children's summer programs, docent programs, and Chuckwagon spotlights.
- Contribute to other educational summer programming based on departmental needs and the intern's skills and interests.

### **Competencies:**

A successful candidate for the Education Programs Intern position will exemplify the following qualities:

- **Adaptability:** Demonstrates flexibility and a willingness to learn in a dynamic environment.
- **Collaboration:** Works effectively with team members, educators, and visitors, fostering positive relationships.
- **Initiative:** Takes proactive steps to complete tasks and contribute to departmental goals.
- **Communication:** Possesses strong verbal and written communication skills, including the ability to interact effectively with diverse audiences.
- **Organization:** Manages time efficiently, prioritizes tasks, and maintains attention to detail in all

responsibilities.

- **Curiosity:** Shows a genuine interest in museum education and a commitment to personal and professional growth.
- Experience in research, lesson plan development, and working with children and/or diverse audiences is a plus.
- Must be able to sit or stand for long periods of time.

**Supervisory Responsibilities:**

- None

**Required Education and Experience:**

- Currently enrolled in or recently graduated from a college or graduate-level program, with a focus on education, museum studies, history, or a related field, and/or practicing educators seeking continuing education.
- Strong communication and organizational skills.
- Experience in research, lesson plan development, and working with children and/or diverse audiences is a plus.
- Interest in museum education and visitor engagement.
- Interest in Culturally Sustaining/Responsive Pedagogy and/or Diversity, Equity, Access, and Inclusion strongly encouraged.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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### POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less		X		
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 70lbs		X		
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.		X		
Near Vision			X	
Far Vision			X	
Color Recognition	X			
Hearing			X	

### ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	X		
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat			X
Excessive Humidity/Dampness			X
Noise/Vibrations	X		
Working with Chemicals/Detergents/Cleaners			X
Working Around Fumes/Smoke/Gas			X
Walking on Uneven Surfaces			X
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equipment		X	
Climbing on Scaffolds or Ladders			X