

# Museum Education Intern



**INCUMBENT:** Vacant  
**REPORTS TO:** Education & Community Outreach Manager  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-Time, Hourly, Temporary  
**DATE:** TBD

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## DESCRIPTION

The Museum Education Intern assists with all aspects of the education team's role within the National Corvette Museum (NCM). This position performs various tasks related to educational programming for school groups and community events and preparation of educational materials for these audiences.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the development of various curriculums for all grade levels (a focus on 4<sup>th</sup> through 12<sup>th</sup> grade).
- Assist with conducting and facilitating student tours and visits.
- Attend community events to promote educational offerings at the NCM.
- Work on special departmental projects when needed.
- Perform research for educational program development and present findings to Education & Community Outreach Manager.
- Perform various administrative tasks including responding to phone calls and inquiries regarding NCM'S education division.

## EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in curriculum and instruction, educational leadership, museum studies, or related field.

## QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Effective written and oral communication skills with a high attention to detail.
- Ability to understand, interpret, and research museum educational concepts.
- Ability to follow through on assigned tasks with limited supervision.
- Attention to detail and ability to edit and proofread.
- Excellent time management and organizational skills.
- Computer proficiency in Windows environment.
- Openness to continuing learning and upgrading of skills.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to stand and/or walk for extended periods of time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 25 lbs.