

KID Museum Administrative Services Internship



About

KID Museum is a new type of children's museum in Montgomery County geared toward elementary and middle school-age children (ages 6-14) that focuses on cultivating the next generation's skills, aptitudes and vision to become innovative, empathetic leaders of the future.

KID Museum is built on three core themes:

- (1) *Engage* kids in imaginative and creative "maker" activities that integrate science, technology, engineering, math and art
- (2) *Encourage* kids to explore world cultures and appreciate diversity
- (3) *Promote* social responsibility and active global citizenship

In October 2014, KID Museum launched its first home in the Davis Library in Bethesda. This is a first step toward the museum's broader vision of establishing a permanent home in Montgomery County. The program space brings a nationally recognized model of hands-on STEAM (Science, Technology, Engineering, Arts, and Mathematics) programming along with an exploration of world cultures and global citizenship. KID Museum serves as an incubator for the 21st century skills children need in order to be successful.

Responsibilities

Administrative services interns will be expected to help with front desk and guest relations duties during the museum's daily operations. Areas of work may include our point-of-sale and registration system (admission fees, memberships, workshop registrations, retail), donor management, group sales and event management, volunteer tracking, reception, client inquiries, and research.

Intern Qualifications

- Excellent verbal and written communication skills and ability to effectively communicate with a wide variety of audiences including children, teachers, parents/caregivers and community members
- Excellent organization skills
- Experience working with diverse groups and communities
- Flexibility, sense of humor, highly collaborative, and resourceful
- Interest in nonprofit management and community development
- A willingness to connect with KID Museum's programs, services, and mission
- Must be available at least two days a week; KID Museum typically has programs running between 10-5 every day of the week during the school year, both on and offsite
- Access to reliable transportation

The position will last throughout the spring semester. Hours can be scheduled anywhere from 9AM-6PM, including some weekend hours. Interns are expected to work around 10-15 hours a week. Students are expected to obtain and complete any necessary forms to receive credit for their internship and are responsible for meeting any registration requirements from their college or university.

To apply for this position, please send a resume and cover letter outlining your experience and suitability for the position to Adriana at adriana@kid-museum.org. The deadline for spring internships is Sunday, December 11th.

