

KID Museum Data + Technology Department 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

As an intern for the data and technology team, your main tasks will be assisting staff members in managing the CRM database, data entry, and working with our Wordpress site. You may also be asked to analyze and create lists, assist with maintaining data integrity, help to establish best practices, and generate reports. This internship will give applicants the opportunity to see the behind the scenes work that goes into operating a nonprofit. Interns will have the option of attending a number of professional development workshops throughout their time at KID Museum.

Intern Qualifications

- Experience with Wordpress
- Comfortable doing data entry
- Diligent work ethic
- Close attention to detail
- Ability to effectively use all the applications in Microsoft suite
- Excellent verbal and written communication skills and ability to effectively communicate
- Experience working with diverse groups and communities
- Flexibility, sense of humor, highly collaborative, and resourceful
- Interest in nonprofit management, museum education, 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
- Prior experience with CRM systems or database management is highly desirable

The position will last throughout the 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 responsible for obtaining and completing any necessary forms to receive credit for their internship and 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.

