



**zeum**

## POSITION ANNOUNCEMENT

Position Title: Interdepartmental Internship 2010  
Reports To: Education Manager  
Status: Intern  
Commitment: Two 8 hour days per week (Tue-Sun), 3 four month levels  
Compensation: \$200/Level 1 (May-Aug), \$300/Level 2 (Sep-Dec), \$500/Level 3 (Jan-Apr)  
Due Date: **April 22, 2010**

### Organizational Description:

Zeum: San Francisco's Children's Museum is a hands-on, multimedia arts and technology experience for kids. We envision a world where the 3Cs of 21st-century literacy - Creativity, Collaboration and Communication - inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. Our mission is to nurture these 3Cs in all youth and families.

### Position Description:

Interdepartmental Interns will receive a breadth of experience in all aspects of museum operations as they progress along a 3 cumulative Levels. Each will spend 1 day per week supporting the Education Department, and 1 day per week rotating between the Exhibits and Visitor Services Departments. Interns will be supervised by the Education Manager who will coordinate, train, and support them through each level of the internship during which they will continue to build skills and develop projects based on their interests as well as the needs of the organization.

### Level 1 Responsibilities:

#### Education

##### General Admission

- Facilitate the General Admission experience in our multimedia exhibits
- Work with Educators and ZeumMasters to teach basic, intermediate and advanced art and technology skills to youth and families
- Prepare, maintain and troubleshoot equipment and supplies in the exhibit/production areas; identify and report status of exhibits and supplies

#### Exhibits

##### Maintenance: Daily setup of all exhibits + training

- Assist with training floor staff in regards to operating and maintaining exhibits
- Document the safety and maintenance needs of exhibits
- Work with the Exhibit Team to maintain the technical and non-technical elements of Zeum exhibits
- Responsible for opening and closing the museum floor and reporting on any issues

#### Visitor Services

##### Customer Service

- Greeting Visitors  
Visitor assistance with way-finding and San Francisco Information
- Light maintenance of public areas (e.g. keeping brochures and signs neat, maintaining toddler areas)
- Distribution of Morey Surveys
- Customer Service Trainings and General office work (mailing, filing, etc.) as assigned

## **Level 2 Responsibilities:**

### **Education**

#### Field Trips and Workshops

- Continue to lead the General Admission experience for all youth and families
- Lead structured activities for groups of 10 to 30 students for two-hour workshops in animation, digital art, sound/video production, or digital media
- Participate in the planning and facilitation of Level 1 Intern training

### **Exhibits**

#### Design: Exhibits Floor + Signage

- Collaborate with staff to understand the design needs of the exhibits floor
- Learn 2-D design software such as Illustrator and Photoshop
- Assist the Exhibit Team and Visitor's services to improve the overall quality of Zeum signage
- Assist Exhibits team with the design, layout, and installation of new signage/exhibit elements
- Continue to train staff, document safety needs, and open/close the museum

### **Visitor Services**

#### Demographics and Data Management

- Demographic and Capacity Data Collection and Research
- Analyzing Results of Surveys and prototyping results
- Creating weekly, monthly and holiday attendance reports with Visitor Services Coordinator

## **Level 3 Responsibilities:**

### **Education**

#### Curriculum Development and Evaluation

- Continue to lead field trips and workshops to school groups and general admission visitors
- Continue to develop and facilitate training to Level 1 and Level 2 Interns
- Develop curriculum and conduct outreach for community-based programs
- Collect and analyze data on the Educational Value of staff and programs

### **Exhibits**

#### Documentation: Presentations and Proposals

- Work alongside the Exhibit Team in the planning and design of new exhibits
- Learn 3D/2D design software and presentation tools such as Powerpoint
- Create presentations based on Research and deliver presentations to floor staff
- Continue to train staff, document safety needs, and open/close the museum

### **Visitor Services**

#### Public Programming

- Maintaining public Programs calendar with Visi Coord and Marketing intern
- Researching artist partnerships and creating curriculum with Education staff
- Marketing Public programs on the floor with Marketing intern
- Special and creative projects (e.g. Designing brochures, signs or maps)

## **Minimum Qualifications:**

- Degree in and/or enrollment in a bachelor's or master's program in fine art, art history, arts administration, education, museum studies, or media studies strongly desired
- Experience working with kids ages PreK-12 required.
- Strong computer skills on both Macs and PCs, working knowledge of media arts applications and the ability to learn and teach new software
- Strong written and oral communication skills
- Fluency in Spanish, Mandarin, Cantonese, or Tagalog a plus
- Experience working with families and community groups, particularly in the San Francisco Bay Area strongly desired

what  
will you  
create?

**zeum**

**Application Process - PLEASE READ CLOSELY:**

Send cover letter and resume by email to [intern\(at\)zeum\(dot\)org](mailto:intern@zeum.org) with a subject line beginning with this exact phrase: INTERDEPARTMENTAL INTERN and include your NAME in your email header. Please tailor your cover letter to the position qualifications and paste it into the body of your email. You may attach your resume to your email in either .pdf or .doc format.