



**zeum**

## POSITION ANNOUNCEMENT

Position Title: Education Intern

Reports To: Education Manager

Commitment: 15 hours per week (9- 4:30 two days per week)

Compensation: Unpaid: college credit when applicable (August 16<sup>th</sup> -December 17th)

Deadline: August 7th

### 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:

Education Interns will receive a breadth of knowledge in all aspects of museum operations. 15 hours per week supporting the Education Department. Interns will build professional skills and develop projects based on their interests as well as the needs of the organization.

### General Responsibilities:

#### Education

##### General Admission

- Facilitate the Field Trip experience for children ages pre K—12 years of age in our multimedia exhibit spaces
- Work with Educators and ZeumMasters during General Admission hours 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
- Document the safety and maintenance needs of exhibits
- Responsible for opening and closing the museum floor and reporting on all issues related to running the museum.

### Minimum Qualifications:

- Strong interest in fine art, art history, arts administration, education, museum studies, or media studies strongly desired
- Experience working with children 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

### Application Process - PLEASE READ CLOSELY:

Send cover letter and resume by email to intern (at) Zeum (dot) org with a subject line beginning with this exact phrase: EDUCATION 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.