



DATE: Rolling acceptance
****Application deadlines: (Fall – August 1)
(Spring – November 1)**

POSITION: Education Intern – Fall/Spring

DEPARTMENT: Curatorial and Education Services

INTERN PROGRAM COORDINATOR: Director of Curatorial and Education Services

MISSION

Provide relevant educational and entertaining opportunities within the region that exceed customer expectations, while preserving our community's vibrant cultural history.

VISION

The Durham Museum will serve as a recognized, premier resource for education, entertainment, and historical preservation in our region. We will be the venue of choice in our market by providing a unique, engaging, and memorable experience professionally presented to every customer.

POSITION PURPOSE

The internship program of The Durham Museum has been established to provide an environment of hands-on learning that promotes the growth and development of student interns, and also advances the guest experience related to field trips, workshops, and other program experiences. Through the intern program, the public is provided greater access to exhibition content and information regarding our region's rich and vibrant history. The position models a keen awareness and understanding of the museum's core values in all guest and staff interactions.

ENVIRONMENT

Housed in Omaha's historic Union Station, The Durham Museum serves as one of the region's premier education centers and family destinations. The museum's exhibitions and education programs explore a wide range of subjects, regional and national, in the fields of history, culture, science, and industry. Key to the museum's strong emphasis on education is the distance learning program, which links museum visitors, schools, and other venues throughout the region with curriculum developed by our team and our partners nationwide. The organization was founded in 1974 as the Western Heritage Museum. In 1995, Union Station was renovated as part of a \$25 million capital campaign, and in 1997 the museum was renamed in honor of Charles and Margre Durham. In 2002, the museum became an affiliate of the Smithsonian Institution and has since built relationships with the Library of Congress, National Archives, Chicago's Field Museum, and other renowned educational resources. In 2007, the museum completed a \$1.5 million rejuvenation of its permanent exhibitions and opened the 266-seat Stanley and Dorothy Truhlsen Lecture Hall in the former 1899 boiler plant. Additional restorative work was completed in 2009 to preserve Union Station's art deco architecture as well as to guarantee the long-term viability and preservation of the facility and the collections housed within its walls.

NATURE AND SCOPE

Interns work directly with staff members to learn the skills necessary to provide first-class guest interactions with learners of all ages. Students in the intern program are exposed to museum practices and strategies necessary to provide a rich educational experience in a non-classroom environment that will prepare them for future opportunities within the industry.

PRINCIPAL RESPONSIBILITIES

1. Act as a docent for K-12 field trips or adult groups throughout the day.
2. Act as an education ambassador for K-6 field trips throughout the day.
3. Assume a responsibility for preparing supplies and spaces for field trips each day.
4. Create and implement field trip itineraries by the end of the semester.
5. Assist staff and volunteers as needed.
6. Participate in staff meetings as assigned.
7. Participate in all mandatory training and safety programs required and provided by the museum.

DISCLOSURE

The Principal Responsibilities reflect the primary functions of the position, and are not to be considered a detailed description of all aspects and requirements of the position.

QUALIFICATIONS

Education

Currently enrolled undergraduate or graduate student. Applicants must have completed a minimum of thirty (30) credit hours. Preferred majors include education, public history, history, art history, anthropology, sociology, and/or museum studies.

Knowledge/Skills/Abilities

General computer knowledge required. Candidate should be detail oriented, be comfortable speaking to groups, enjoy a fast-paced environment, and should be a self-starter.

Working Conditions

Position must be able to sit or stand for extended periods. Must be able to lift up to 40 pounds. Position requires a minimum of 12 hours per week, and a maximum of 20 hours per week for the semester. Course credit can be obtained, based on university guidelines and approval.

HOW TO APPLY

Submit resume and cover letter to Carrie Meyer, Director of Curatorial and Education Services, at cmeyer@durhammuseum.org.

Applications are accepted for all semesters throughout the year. Students can submit materials for consideration for non-consecutive terms.