

Exhibits Internship Learning Plan

Role: Exhibits Intern
Pay Status: Unpaid
Mentor: Exhibits Coordinator

Department: Exhibits
Classification: Intern Volunteer
Time Span: 3 months, 6 hrs/week

Summary:

The Children's Museum of Phoenix is looking for a creative, skilled individual to contribute to our Exhibits team. Our Exhibits intern will gain invaluable experience learning alongside museum staff, and will make a big contribution to our Exhibits Department by taking on a number of exciting projects. Under the direction of our Director of Visitor Experience and the supervision of our Exhibits Coordinator and Exhibits Specialist, our intern will assist in all aspects of exhibition design and production, as well as the day-to-day maintenance, repair and cleaning of exhibits. The intern will also assist in all aspects of the revitalization of our current exhibits, from budget planning to design and implementation. The intern will have the opportunity to participate in department meetings and network with our community partners. This internship is intended to be educational and will provide the necessary experience and skills to anyone looking to enter a career in the Arts, Museums, Non-profits, or Exhibit Management. The intent is that the Exhibits intern will have a strong, impressive portfolio upon completion of the internship.

Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Understand daily operations of Exhibits Department
- Exhibit design, maintenance and upkeep in a non-profit setting
- Participate in the development of new exhibits from concept to completion in order to build a portfolio

Qualifications/Requirements:

- Impeccable organizational skills, with high attention to detail
- Jack of all trades with the ability to prioritize, multi-task and make quick decisions
- Positive can-do attitude, creativity, and enthusiasm for learning
- Self-starter who works well under pressure
- Ability to work quickly, effectively and responsibly without constant direction
- High level of professionalism and dependability, be on time and meet deadlines
- Performs well in environment that values creativity, collaboration, enthusiasm, and adaptability
- Willingness to do whatever is necessary to accomplish the task at hand
- Working knowledge of Microsoft Office Suite is a must
- Working knowledge of sewing & basic shop tools preferred
- Familiarity with CAD or Adobe Graphic Design software a plus

Education Requirements:

- College/University Junior or Senior working towards a degree in the Arts or Museum Studies. Graduate students may also apply.

Physical Requirements:

- Must be able to sit for extended periods of time in front of a computer and must have good communication skills (i.e., communicate clearly and effectively in both written and spoken English).
- Must be able to see well and able to read fine print.
- Must be able to lift up to 25 pounds - maintaining the museum requires standing, walking, kneeling, crawling, stooping, bending and crawling as well as carrying and/or lifting materials.

To apply, please go to <http://childrensmuseumofphoenix.org/>, click on the "About Us" and then the "Job Opportunities" pages. Download the internship application and send with resume to the following:

Marisa Camarillo
Volunteer and Community Relations Coordinator
E: mcamarillo@childmusephx.org
P: 602-648-2754
F: 602-307-9833