



The Children's Museum IDEA Fellows

With a commitment to Inclusion, Diversity, Equity, and Accessibility (IDEA), the Children's Museum of Phoenix (CMOP) is dedicated to a workforce that reflects our community and intentionally seeks candidates who are traditionally underserved, and are impacted by systemic racism, sexism, homophobia, physical, or other societal barriers. The Museum's IDEA Fellows Program provides semester-long, paid fellowship opportunities in finance/administration, marketing, event planning, development, and exhibit/programs/education to full-time or part-time community college, undergraduate or graduate students, and exceptional high school seniors. Recognizing that many students encounter barriers in finding work experience while in college, CMOP Fellowships focus on providing Black, Indigenous, Latinx, Immigrant, Differently Abled, LGBTQ+, Children of Incarcerated Parents, young adults recently aged-out of the foster care system, and other high potential students with meaningful and impactful opportunities. The Fellows will engage with Museum and business professionals, gain on-the-job experience, network with others in the field, enhance their own skills, and contribute their talent to the CMOP community.

Requirements:

- Completed application.
- 3.0+ GPA.
- 2 letters of Reference from a teacher, professor, coach, advisor, boss, or similar source; OR
 - o One letter of reference and a personal statement (one page).
- Major/minor or significant related course work in area of application.
- Background check for violent, sexual, or child-related offenses.
- Interview/s.

Fellowship Details:

- 3-6 Fellows per semester (finance/business administration, marketing, special events, development/fundraising, exhibits/education).
- Fall, Spring, and Summer semesters.
- Up to 275 hours per semester.
- Fall/Spring – 16 hours per week for 16 weeks, summer – 23 hours per week for 12 weeks.
- \$15.00 hourly wage or equivalent (if stipend).
- May include a transportation stipend as needed.
- Includes a day-long in-depth orientation about the Children's Museum, including: our Mission/Vision, behind-the-scenes tour, a primer on the business of non-profits, department overviews, and coffee with the CEO.
- Fellows Community Connection Days – Fellows will spend up to 2 days doing group and/or one-on-one visits with other for-profit and non-profit companies to gain a broader understanding of opportunities in the community and to forge important professional connections.
- Invitations to attend professional networking events with senior leadership and Board Members as available.
- One-year paid membership to the Young Nonprofit Professional Network (YNPN) with full access to all YNPN networking events.
- End-of-semester reception for Fellows, up to 3 guests, Museum staff, donor, and other community professionals.
- College credits may be available depending on each Fellow's circumstances and school requirements.

Apply at <http://bit.ly/CMOPJobs>

IDEA Fellow Opportunities

Role: Development Fellow

Department: Development

Mentor: Development Officer

Summary: The Children's Museum of Phoenix is looking for a driven, skilled individual to contribute to our Development Department. The Development Fellow will have the opportunity to learn new skills in a non-profit setting by directly assisting the Development Team. Our fellow will also have the chance to participate in department meetings and networking events. This is a fantastic learning opportunity with the intent of gaining a better understanding of the development field in a non-profit setting.

Essential Duties and Responsibilities:

- Working with Development team to strategize and reach ongoing fundraising goals through grant writing, campaigns, and events.
- Research potential philanthropic community partners.
- Work with Development team to develop campaign ideas.
- Research and analyze Development data.
- Provide support to the development team at Museum events.
- Other duties as assigned.

Role: Accounting Fellow

Department: Finance

Mentor: Accounting Staff

Summary: The Children's Museum of Phoenix is looking for a driven, diligent individual to contribute to its Accounting Department. The Accounting Fellow will have the opportunity to learn new skills and contribute to the Accounting Department by learning how to complete month-end accounting statements, complete internal and external management reports, and daily accounting tasks. The Accounting Fellow will also participate in department meetings and Finance Committee meetings. This is an excellent opportunity to gain accounting knowledge and experience in a non-profit setting.

Essential Duties and Responsibilities:

- Assist with Accounting and other administrative functions.
- Assist with preparation and proofread financial statements.
- Update accounting records.
- Reconcile balance sheet accounts.
- Create invoices and assist in collections.
- Evaluate financial position.
- Uploading revenue data to accounting system.
- Other duties as assigned.

Role: Exhibits Fellow

Department: Exhibits

Mentor: Exhibits Manager

Summary: The Children's Museum of Phoenix is looking for a creative, skilled individual to contribute to our Exhibits team. Our Exhibits Fellow will gain invaluable experience learning in a non-profit by taking on several exciting projects that will make a big contribution to our Exhibits Department. The Exhibits Fellow will assist in all aspects of exhibition design and production, as well as the day-to-day maintenance, repair, and cleaning of exhibits. The Exhibits Fellow can expect to build an impressive portfolio upon completion of the Fellowship while gaining the necessary experience to enter a career field related to arts, museums, non-profits, or exhibits management.

Essential Duties and Responsibilities

- Understand daily operations of Exhibits Department.
- Provide support in exhibit design, maintenance, and revitalization.
- Participate in the development of new exhibits from concept to completion.
- Contribute to department meetings and network with community partners.
- Other duties as assigned.

Role: Visitor Experience Fellow

Department: Visitor Experience

Mentor: Visitor Experience Manager & COO

Summary: The Children's Museum of Phoenix is looking for a motivated, outgoing individual to contribute to our Visitor Experience team. The Visitor Experience Fellow will work in a fun, playful environment, learn new skills, and directly assist the Visitor Experience Manager and Chief Operating Officer by taking ownership of a wide range of projects related to the field of Customer Service and Business Management. The Visitor Experience Fellow will work from the Playologist Handbook, be responsible for creating and maintaining a Museum Staff Newsletter and contribute towards onboarding and training timelines and procedures. The Visitor Experience Fellow can expect to gain a better understanding of a business management role in a non-profit setting.

Essential Duties and Responsibilities:

- Create processes and procedures for interviewing, on-boarding, and staff training.
- Develop day-to-day and long-term employee training with floor staff.
- Critique a purposeful, meaningful group interview process.
- Build a training handbook for all Museum exhibits.

Role: Educational Programs Fellow

Department: Visitor Experience

Mentor: Program Manager & COO

Summary: The Children's Museum of Phoenix is looking for a motivated, outgoing individual to contribute to our Education/Programs team. The Educational Programs Fellow will work in a fun, playful environment, learn new skills, and directly assist the Program Manager and Chief Operating Officer by taking ownership of a wide range of projects/programs related to the field of Arts Education through an informal education lens. The Educational Programs Fellow will help to facilitate a variety of programs offered at the Museum (visual arts, performing arts, STEAM, literacy, etc.), be responsible for weekly art projects in the Art Studio and contribute towards educational planning/events and lesson plan development. The Educational Programs Fellow can expect to gain a better understanding of an arts administrator role in a non-profit setting.

Essential Duties and Responsibilities:

- Preparing, organizing, and maintaining classroom environments, supplies & storage.
- Develop and manage weekly Art Studio art projects/programming.
- Catalog and create lesson plans/guides for the current fiscal year's programming.
- Assist in updating exhibit signage and marketing to reflect current Arizona Early Childhood Education Standards.

Role: Marketing/Social Media Fellow

Department: Marketing

Mentor: Director of Marketing, Marketing Manager and Social Media Coordinator

Summary: The Marketing and Social Media Fellow will gain invaluable experience learning alongside Museum staff and our Marketing Department. The Marketing/Social Media Fellow will assist with all facets of marketing activities such as assisting with daily tasks as well as helping with social media helping create content, post scheduling, and social media strategy. Through the mentorship of our staff, you will become familiar with the processes of museum administration, while also learning in a creative and playful environment.

Essential Duties and Responsibilities:

- Day to day marketing activities including adding programs and events to online calendars of community partners.
- Develop email list to local mom blog.
- Develop strategies for social media (Twitter, Facebook, Instagram, You Tube, Tik Tok etc.).
- Content creation and scheduling.
- Social media measurement and analysis.
- Other duties as assigned.

Additional Information for Applicants:

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Requirements:

Must be able to work in a well-lighted, temperature-controlled work area. May also be exposed to extreme weather conditions with constant ambient noise levels. Must be able to work in open area with other employees. Employee must adhere to current company and CDC pandemic related guidelines.

COVID-19 Information

All employees at the Children's Museum of Phoenix are required to be fully vaccinated for COVID-19 and up to date on the COVID-19 vaccine booster per the CDC recommended schedule as a condition of employment by their start date. The Children's Museum of Phoenix complies with all obligations to provide reasonable accommodations in accordance with all applicable laws. Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause Children's Museum of Phoenix's undue hardship or pose a direct threat to the health and safety of others.

CMoP provides equal opportunities to all employees and volunteer applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.