**The Children's Museum of Phoenix 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 Educational Programs/ Exhibits/ Innovation/ Marketing 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 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 CMoP community.

**Requirements:**

- Resume
- Personal Statement (one page)
- Copy of Transcripts (3.0+ GPA)
- One Letter of Recommendation from a teacher, professor, coach, advisor, boss, or similar source; **OR** two listed references
- Major/minor or significant related course work in the area of application.
- Background Check for violent, sexual, or child-related offenses.

**Fellowship Details:**

- 3-4 Fellows per semester (Educational Programs, Exhibits, Marketing).
- 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.
- $16.67 hourly wage or equivalent (if stipend).
- May include 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 overview, and coffee with the CEO.
- One-year paid membership to the Young Nonprofit Professional Network (YNPN) with full access to all YNPN networking events.
- College credits may be available depending on each Fellow's circumstances and school requirements.

**Apply at http://bit.ly/CMOPJobs**

**IDEA Fellow Opportunities**

**Role:** Educational Programs Fellow

**Department:** Visitor Experience
**Mentor:** Education and 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 Education and 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 pop-up programs 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:**

- Assist and facilitate scheduled programs.
- Prepare, organize, and maintain classroom environments, supplies & storage.
- Develop and manage weekly pop-up projects/programming with the Playology team.
- 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:** Exhibits Fellow
**Department:** Exhibits
**Mentor:** Exhibits and Project 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 significant contribution to our Exhibits Department. The Exhibits Fellow will assist in all aspects of exhibits 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 the daily operations of the 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:** Marketing/Social Media Fellow
**Department:** Marketing
**Mentor:** Director of Marketing, Marketing Manager and Digital Marketing Specialist
**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 include adding programs and events to online calendars of community partners.
- Develop email list to local mom blog.
- Email content creation and scheduling
- Website updates
- Develop strategies for social media (Instagram, Facebook, YouTube, TikTok, 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-lit, temperature-controlled work area. May also be exposed to extreme weather conditions with constant ambient noise levels. Must be able to work in an open area with other employees. Employees must adhere to current company and CDC pandemic-related guidelines.

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.