



Events and Public Programming Intern

About the Museum

The Children's Museum is an educational, cultural, and social learning center for children and families from the Metro South region of Massachusetts. Located in The Old Fire Station, our mission is to inspire a life long love of learning in children by stimulating curiosity and motivating learning through play and hands-on experience. The Museum has three floors of interactive exhibits as well as an outdoor learning center and hosts a variety of classes programs and events throughout the year. Over 50,000 people visit annually.

Job description: Volunteer position

Intern would assist Museum staff in planning for public programs and special events. The Museum offers a variety of weekly and monthly "drop-in" programs as well as numerous family oriented events throughout the year. From seasonal programs to mini-events to vacation week programs as well as major events, the intern will have the opportunity to work on a variety of programs and learn to plan for a number of different scenarios.

Duties

- Assist in scheduling and organizing the Museum's current programs.
- Develop new programs that will appeal to Museum visitors.
- Work with Museum staff and other interns in planning special events.
- Research and book performers and presenters for programs and events.
- Blog about Museum programs and events.
- Intern has the option of leading some of the activities they have developed with Museum guests.
- Help promote Museum programs and events.

Position requirements

- Excellent communication skills.
- Able to do independent research.
- Able to think creatively.
- Able to work in a fun environment with parents, children and Museum staff.

Contact information

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