



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – EDUCATION INTERN

Department: Education

Supervisor: Curator of Arts Education

Pay Type: Part-time, Temporary, Hourly, Non-Exempt

Date Posted: November 5, 2018

**Position Summary:** The Education Intern will interact with children and adults in a variety of engaging activities and assist the efforts of the Education department through planning, facilitating, and evaluating various programs.

### Essential Functions:

- Assist with clerical tasks ranging from data entry to assisting guests with ticket sales and program information.
- Assist with purchasing and preparing materials for programs.
- Assist with family exhibitions, including the planning of future exhibitions.
- Assist with creating interpretive materials.
- Assist with program evaluation by conducting surveys.
- Help facilitate activities, such as discovery carts, art and music presentations, story-time, exhibition events.

### Expected Functions:

- Carry out other duties as assigned
- Some familiarity with Microsoft Office, Google forms, and ACME Ticketing preferred but not required
- Exhibit strong moral and ethical values.
- Embrace the fact that we are a non-profit institution that serves the public.
- Work effectively with a broad and diverse group of associates, volunteers and the public.
- Produce a self-directed final project that will support education at Meijer Gardens.

### Education and/or qualifications preferred:

- Must have outgoing personality and enjoy working with the public including children, adults, and seniors.
- Must learn quickly and be flexible.
- Must be self-directed.
- Must be working toward, or recently completed, a degree in education, the liberal arts, sciences, museum studies, or related field.
- Must be able to work at least 15 hours per week, including occasional weekends and evenings, November 2018 to June 2019, potential to extend.

**Working Conditions:** Outdoor work in varying weather conditions. Occasional standing for long periods of time, walking distances, lifting up to 15 pounds.

If you are interested in working for one of West Michigan's premier cultural institutions and with a highly-motivated team... send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org) or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens and Sculpture Park is an EOE.

*All candidates are required to submit to our background and drug screening process.*